

**Urgent**

Government of Pakistan  
Ministry of Interior  
National Police Bureau

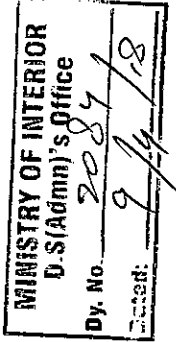
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F.No.1/4/2018-DD(P)

Islamabad, the 04<sup>th</sup> April 2018

To

The Provincial Police Officer, Punjab, **Lahore.**  
The Inspector General Police, Sindh, **Karachi.**  
The Provincial Police Officer, K-P, **Peshawar.**  
The Inspector General Police, Balochistan, **Quetta.**  
The Director General, Intelligence Bureau, **Islamabad.**  
The Director General, Federal Investigation Agency, FIA HQs, **Islamabad**  
The Commandant, National Police Academy, **Islamabad**  
The Commandant Frontier Constabulary, FC HQs, **Peshawar Cantt.**  
The Inspector General Police, NH&MP, **Islamabad.**  
The Inspector General Police, AJ&K, **Muzaffarabad.**  
The Inspector General Police, Gilgit-Baltistan, **Gilgit.**  
The Inspector General Police, ICT, **Islamabad.**  
The Inspector General Police, Pakistan Railways Police, **Lahore.**



Subject: **MINUSCA- Nomination of Police Candidates for the seconded post of the Special Assistant to Police Commissioner, P-3**

I am directed to enclose herewith a copy of Military Adviser's Office Pakistan Mission to United Nations, New York letter No.Mily-12/5/2018 dated 06<sup>th</sup> March 2018 alongwith its enclosures on the subject cited above.

2. It is, requested that suitable nominations of police officers against the vacancy mentioned in the above referred letter, who fulfill the criteria of UN may kindly be furnished by **11<sup>th</sup> April, 2018** positively for onward submission to concerned quarters. Duly filled relevant forms may be forwarded to this office before the deadline. Scanned copies of documents and passport may also be sent by email [npb.un2016@gmail.com](mailto:npb.un2016@gmail.com). Kindly ensure that all forms are complete in all respects. Incomplete forms and nominations received after the due date will not be entertained/ processed.

3. This issues with the approval of competent authority.

Encl: As above.

(Muhammad Shahid)  
Deputy Director (Police)  
Tel: 051-9219966

CC:

PS to DG NPB  
PA to Director NPB  
Section Officer (Police), MoI, Islamabad

To be placed on the  
website of MOI, Islamabad

DS (Admin)  
6.4.18  
SA

ROHAIL BHATTI  
Section Officer (Police)  
Ministry of Interior  
Islamabad

20/04/2018  
9/14/2018

*(Handwritten initials)*

**Military Adviser's Office**  
Pakistan Mission to the  
United Nations, NY  
No: Mily-12/5/2018  
Ph: (212) 879-8600 Ext. 142  
Fax: (212) 744-7348  
E-Mail: pakmushir@gmail.com  
06 March 2018

Police Section  
By No. 419  
Dated: 2/1/18

**FAX**

Total pages: 7

*24-17*

309/18  
22/03

**IMMEDIATE**

To : Mr. Arshad Mirza  
Additional Secretary  
Ministry of Interior  
Fax: (9251) 9202515

Subject: **Extension in the Deadline for Receiving Nominations of Police Candidates for the Seconded Post of the Special Assistant to the Police commission (P-3) in MINUSCA**

1. Please find attached a copy of UN Secretariat's Circular fax message No. PD/499/2018 dated 01 (received on 05 March) 2018, along with its enclosure containing a copy of UN Secretariat's Note Verbale No. DPKO/OROLSI/PD/2017/250 dated 10 October 2017 and Job Opening No. 2017-MINUSCA-89811-DPKO intimating extension in the receipt of nominations for the post of Special Assistant to the Police Commissioner in MINUSCA till 20 April 2018. Applications of selected few police officers, who fulfill the skills and experience as mentioned in the Job Opening may be forwarded to this Mission before the UN deadline of 20 April for onward transmission to the UN. **It is highlighted that the UN does not accept applications after the deadline.**

2. Forwarded for information and necessary action, please.

*Respect the dead line date?*

*For FNA, P/z,  
DS (NPB) 13 halls  
21/3/18.*

*(Signature)*  
Director General  
National Police Bureau  
Ministry of Interior  
Islamabad

*(Signature)*  
Colonel  
Military Adviser  
(Umar Sharif)

Joint Secretary (2011-12)  
By No. 249/18  
Date: 17/3/18

Additional Secretary (II)  
By No. 3452/18  
Date: 16/3

Ministry of Interior  
R&I Branch  
By No: 184  
Date: 15-3-2018  
The Secretary  
Ministry of Interior  
16/3/18

*DD/NPB*  
*DD(P)*  
**SECRETARY**  
16 MAR 2018  
*Add Sgt*

**ADDL SECRETARY (I)**  
16 MAR 2018

D.S(FIA)'s Office	
S.O(FIA)	
S.O(MMC)	
S.O(Police)	
S.O(E.FIA)	

*689*

*(Signature)*  
19/3/19

*SJSIP/FIA*

*2018*

United Nations



Nations Unies

4/6

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2018 MAR -2 P 48

Date: 01 March 2018

Reference: PD/499/2018

<b>TO:</b> The Permanent Mission to the United Nations <b>ATTN:</b> Military/Police Advisor or relevant Officer-in-Charge <b>INFO:</b>	<b>FROM:</b> Mr. Luis CARRILHO Police Adviser and Director of the Police Division OROLSI/DPKO
<b>FAX NO:</b> <b>TEL NO:</b>	<b>FAX NO:</b> (917) 367-2222 <b>TEL NO:</b> (212) 963-1293
<b>SUBJECT:</b> Extending the deadline for receiving nomination of police candidates for the seconded post of the Special Assistant to the Police Commissioner (P-3) in MINUSCA	

DPK  
CR-I  
M-A  
S13

Total number of transmitted pages including this page:

1. The Police Division expresses its gratitude to the Permanent Mission to the United Nations for the dedicated, collaborative and sustained support in providing UN police officers for the service in peacekeeping operations.

2. In reference to our NV # DPKO/OROLSI/PD/2017/250 of 10 October 2017, the Police Division wishes to advise that the deadline for receiving nominations for the post of Special Assistant to the Police Commissioner (please, see attached job description) in support of MINUSCA has been extended until 20 April 2018. The deadline is extended due to the insufficient number of candidates who meet the requirements of the post specified in the job description.

3. All applications must be submitted to:  
Police Division/OROLSI/DPKO  
United Nations Headquarters, bld. DC1, room-0721 (7<sup>th</sup> floor)  
1 UN Plaza, New York, NY 10017

Best regards.

<b>Drafted by:</b> Ms. Nicoleta Cristache Police Recruitment Officer Room DC1-0721 E-mail: <a href="mailto:cristachen@un.org">cristachen@un.org</a>	<b>Authorized by:</b> Mr. Ata Yenigun Chief of SRS Police Division, DPKO UN-HQ, NY
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2/6

# 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>Special Assistant (P-3)</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Months (extendible)</b>
<b>Deadline for applications</b>	<b>20 April 2018</b>
<b>Job Opening number</b>	<b>2017-MINUSCA-89811-DPKO</b>

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:

- Drafting of official documents for the Police Commissioner and facilitates the timely submission of the same;
- Receives and reviews documents submitted to the Office of the Police Commissioner and provides advise when necessary;
- Upon the advise of the Police Commissioner, coordinates with local counterparts, other agencies/organizations, and other UN agencies;
- Coordinates with UN Police staff and subordinate unit commanders/team leaders the timely submission of reports and other requirements;
- 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.

**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.

**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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies. Identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresees risks and allow contingencies when planning; monitor and adjusts plans and actions as necessary.

**QUALIFICATIONS:**

**Education:** Advanced university degree (Master's degree or equivalent) in the applied sciences, social sciences or other relevant 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 experience in active national law enforcement is required. A minimum of three years of experience in administrative related issues and ability to draft, edit and proofread official documents is required. Practical experience as Staff Officer to a senior manager is desirable. Peacekeeping or other international experience in the UN or other organization is desirable.

**Rank:** Rank required is Senior/Chief Inspector, Major, other service 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.

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Preference will be given to equally qualified women candidates.

Date of Issuance: 10 October 2017

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>

4/6

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, NEW YORK, N.Y. 10017  
CABLE ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

REFERENCE

DPKO/OROLSI/PD/2017/250

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual police officers in active service for appointment on secondment to the United Nations Multidimensional Integrated Stabilisation Mission in Central African Republic (MINUSCA), for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s No 2017-MINUSCA-89811-DPKO. Also attached are the "Application Procedures for Positions in United Nations Police Components in Peacekeeping Operations and Special Political Missions Requiring Official Secondment from National Governments of Member States of the United Nations".

The Secretariat kindly requests the Permanent Mission to submit a separate application for each nominee for each job opening to the Selection and Recruitment Section/ Police Division/OROLSI/DPKO, 1 UN Plaza, 7<sup>th</sup> floor, room DC1-0721, in accordance with the above-referenced procedures, certifying that the nominee/s meet/s the requirements in the attached job opening/s. Applications submitted after the deadline specified in the job opening will not be considered.

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

The Secretariat wishes to inform the Permanent Mission of Member State

that, in an effort to streamline and expedite the procedures of recruiting seconded officers, candidates placed on a roster following the selection process may be considered for posts with similar functions within a period of one year and if recommended for deployment, further arrangements will be coordinated with the Permanent Mission in due course.

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 Secretariat also recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

The Secretariat of the United Nations avails itself of this opportunity to

6/6

renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.

  
10 October 2017