

# 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-4</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Police Commissioner</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>15 August 2018</b>
<b>Job Opening number</b>	<b>2018-MINUSCA-89693 -DPKO</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 Police Commissioner, the Chief of Staff will be responsible for the administrative and logistic support of the UN Police component in its performing mandates tasks. The Chief of Staff will 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;
- Developing and updating administrative policy directives, plans and orders of the Police Commissioner, deployment plans, 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 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 the personnel record filing system;
- 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, proper utilization of police resources under her/his command at all times including the initiation of 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 coherent mission 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 DPKO/Police Division, organizing the certification of Selection Assistance and Assessment Team (SAAT) members; nominating the above trainers for participation in SAAT sessions in PCCs at the request of the DPKO/Police Division;
- Conducting visits to team sites to verify that morale is high, and work is being done in a fair and equitable manner and in accordance with sound and progressive management principles;
- If necessary, carrying out internal investigations on allegations of misconduct by UN Police officers and recommending relevant disciplinary action in coordination with the Mission Disciplinary Unit; representing the UN Police on Boards of Inquiry;
- Maintaining permanent administrative information exchange between the UN Police component and the DPKO/Police Division; ensuring regular dissemination of UNPOL strength reports among the UNPOL staff, Mission leadership, the DPKO/Police Division;
- Contributing to the preparation of budget proposals for Police Commissioner;
- Perform any other duties as assigned by the Police Commissioner in fulfillment of the mandate.

#### **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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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 (Masters or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility (operations, reform, administration, training) is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Work Experience:** A minimum of 7 years (9 years in absence of advanced degree) of progressively relevant and active policing service/experience in a national or international law enforcement agency, both at the field and/or national police headquarters level - required; 5 years of active police experience at policy making level with strategic planning and management experience in one or few of the following areas: police operations, human and financial resources management, crime management, police administration, police training and development, change management (particularly in law enforcement), reform and restructuring or related field - required; managerial experience in police administration at regional or a state level - highly desirable. Previous UN or international experience is an advantage.

**Rank:** Rank required for a P-4 is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.

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

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Preference will be given to equally qualified women candidates.

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.

Date of Issuance: 25 June 2018

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