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फोन नं. :- ०१-५७१९८७०/ Ext:- ३३९

बाट: ने.प्र.प्र.का.यू.एन.शाखा, नक्साल।	प्राथमिकता O/J/AJ/TJ/MJ
लाई: श्री अख्तियार दुरुपयोग अनुसन्धान आयोग, १२ नं. माहाशाखा, ने.प्र.प्र.का.प्र.म.नि.को सचिवालय, ने.प्र.प्र.का. सबै विभाग, रा.प्र.प्र.महाराजगंज, नेपाल प्रहरी अस्पताल महाराजगंज, का.उ.प्र.का. रानीपोखरी, प्रदेश प्रहरी कार्यालय ७ (सबै)	क्रम संख्या २३०३ DTO:- २११५१

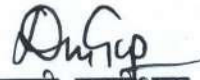
प्रस्तुत विषयमा संयुक्त राष्ट्र संघको अनुरोधमा शान्ति स्थापनार्थ MINUSCA मिशनका लागि JMAC Officer, JOC Officer, Budget Officer, COE-Logistics Officer, MSC Liaison Officer, Planning Officer (Drafting) पदहरूमा पदपूर्तीका लागि Vacancy Announcement भई आएको हुँदा यसै पत्र साथ संलग्न राखी पठाईएको Vacancy Announcement सम्बन्धी पाना - १२ (बाह्र) सोहीबाट अवगत गर्नु भई निम्न मापदण्ड भित्र पर्ने ईच्छुक महिला प्रहरी कर्मचारीहरूले Electronic Application for Seconded Police (EASP) फाराम भरी मिति २०८१।०५।०५ गते कार्यालय समय भित्र प्रहरी कर्मचारीको कम्प्युटर कोड सहितको विवरण समावेश गरी सम्बन्धित कार्यालयको पत्र सहित यस शाखाको ईमेल ठेगाना [nppolice@gmail.com](mailto:nppolice@gmail.com) मा दस्तखत सहितको Scanned Copies (PDF) File पठाउन हुन अनुरोध (०)

#### आवश्यक अन्य क्राइटेरियाहरू :-

१. Vacancy मा तोकिएको Competencies र Responsibilities अनिवार्य अध्ययन गरि सो बमोजिम पठाउनु पर्ने।
२. Vacancy मा तोकिए बमोजिमको कार्य अनुभव भएको हुनु पर्ने।
३. AMS परिक्षा पास भई (Armed only) मिशनमा खटिएर मिशनबाट फिर्ता भएको २ बर्ष अवधी पुरा नभएको महिला प्रहरी कर्मचारी हुनु पर्ने।
४. तोकिएको ढाँचा भन्दा फरक तथा तोकिएको मिति पश्चात् प्राप्त हुन आएको फारामलाई समावेश गरिने छैन।
५. आवेदन प्राप्त गर्ने अन्तिम मिति भन्दा अगाडि १(एक) वर्ष भित्र कुनै पनि किसिमको विभागीय कारबाही नभएको हुनु पर्ने।

साथै, अन्य जानकारीको लागि "संयुक्त राष्ट्र संघीय मिसनमा नेपाल प्रहरीको सहभागिता सम्बन्धी कार्यनिर्देशन २०७९" हेर्नु हुन समेत अनुरोध (०)

मिति २०८१।०५।०२ गते।  
ने.सं.११४४

  
प्रहरी उपरीक्षक  
(दिपेन्द्र शाही)

## Planning Officer

### **JOB Description**

**Post title:** Planning Officer (Drafting)

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### **Fonctions et responsibilities**

The Drafting Officer will be responsible for:

- | Monitor and evaluate the implementation, consolidation, and updating of the component's indicator dashboard.
- | Ensure, in coordination with the Pillars/Sections, the systematic monitoring of the implementation of the Annual Work Plan of the Component, ensuring the timely collection of data and their analysis;
- | Prepare in a timely manner, in coordination with the UNPOL Pillars/Sections, the biannual reports of the Component.
- | Prepare the Component's inputs to all mandated reports of all joint projects, according to formats/logical framework;
- | Engage with GIS Unit staff to ensure the inclusion of relevant graphics in operational reports;
- | Prepares, in consultation with relevant stakeholders, HOPC responses to requests for information from Mission leadership and/or the Police Division;
- | Identify problems related to data collection tools in the field and recommend improvement measures to the Internal Evaluation Unit;
- | Provide the HOPC in liaison with his/her Special Assistant with language elements in preparation for official and/or strategic meetings;
- | Contribute regularly on the basis of various reports, to the analysis of the security sector, and propose to the HOPC guidance for UNPOL's actions;
- | Coordinate bilateral and multilateral support initiatives related to Security Sector Reform and capacity building of ISFs;
- | Contribute to the development of policies and strategic plans for the MINUSCA Police Component;
- | Coordinate with other components of the Mission and consolidate UN police plans within the framework of the overall mission mandate implementation plan;
- | Contribute to the regular updating of the Component's concept of operations (CONOPS) in close consultation with the Police Division, and UNPOL pillars/sections, and then in coordination with other Mission components;
- | In consultation with UNPOL Pillars/Sections, support the monitoring/evaluation of the implementation of the ISF Capacity Building and Development Plan;
- | In coordination with other actors/partners, and in consultation with UNPOL Pillars/Sections, support the development and monitoring of the implementation of an ISF deployment plan;
- | Participates in the joint planning activities of the Mission;
- | Contribute to the process of measuring the impact of implemented projects, within the framework of After Action Reviews, in coordination with other actors and beneficiaries;
- | Propose the changes deemed necessary in the general functioning of coordination with partners
- | Perform additional tasks that can be assigned to the cell by the HOPC.

## Competencies

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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 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.

**Communication:** express themselves clearly and effectively both orally and in writing; listens to others, understands them well and responds appropriately; asks appropriate questions to obtain clarification and facilitate dialogue; tailors language, tone, style and presentation to the audience being addressed; Share information with everyone who is interested and keep everyone informed.

## Education

Advanced university degree in management in combination with proven experience in project and program management at a high level of law enforcement structures and security issues in lieu of the advanced university degree in combination with a combined university degree in project and program management.

## Experience

- | Be a senior police officer of a rank equivalent or above to Lieutenant Colonel.
- | At least ten (10) years of extensive experience in project and program administration at the UN, national, international or previous level

## Language

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.

## MSC Liaison Officer

### JOB Description

**Post title:** MSC Liaison Officer

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### **Fonctions et responsabilities**

The incumbent will be responsible for:

- | Receives, analyses, plans and coordinates all aspects of requests for support from formed police units and individual police officers deployed within the mission;
- | Collaborate and work in harmony with the staff of the Operations Unit and all other MSC units to provide the required logistical support;
- | Monitors and reports on all logistical aspects of support to the police component;
- | Comply with and implement existing SOPs and instructions from the Chief of the Logistics Unit regarding the provision of logistical support to elements of the Police Component in the mission;
- | Maintain the statistical database of all police deployments and operations and liaise regularly with the General Staff and the UPF Coordination to inform and coordinate current and planned operations within MSC;
- | Compile and submit weekly reports to the Head of the Logistics Unit on the support provided to the units;
- | Support the Chief of the Logistics Unit in the exercise of logistical support to newly arrived police officers in mission area or formed police units as required;
- | Regularly feed the files relating to the areas of competence on COSMOS;
- | Perform any other duties assigned by the supervisor.

### **Competencies**

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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 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.

**Communication:** express themselves clearly and effectively both orally and in writing; listens to others, understands them well and responds appropriately; asks appropriate questions to obtain clarification and facilitate dialogue; tailors language, tone, style and presentation to the audience being addressed; Share information with everyone who is interested and keep everyone informed.

## Education

Have a first-level university degree, failing that, a high secondary school diploma combined with proven professional experience of at least five (05) years in law enforcement.

## Experience

At least five (05) years of experience (excluding initial training period) in the field of logistics.

## Language

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.

## COE- Logistics Officer

### JOB Description

**Post title:** COE-Logistics Officer

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### **Fonctions et responsibilities**

The incumbent will be responsible for:

- | Generate inspection sheets,
- | Update data in EOCs,
- | Generate a verification report,
- | Effectively implement and manage Memoranda of Understanding (MOUs) between the United Nations and Troop-Contributing Countries,
- | Conduct physical verification inspections (PVI) of the WCC deployed in the mission area,
- | Maintain an effective COE database,
- | Prepare and process verification reports after the completion of each type of physical inspection,
- | Conduct Inspections on arrival and departure of designated units.
- | Regularly feed the files relating to the areas of competence on COSMOS;
- | Meet logistics managers for information exchange;
- | Perform any other duties assigned by the supervisor;

### **Competencies**

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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 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.

**Communication:** express themselves clearly and effectively both orally and in writing; listens to others, understands them well and responds appropriately; asks appropriate questions to obtain clarification and

facilitate dialogue; tailors language, tone, style and presentation to the audience being addressed; Share information with everyone who is interested and keep everyone informed.

### **Education**

Have a first-level university degree, failing that, a high secondary school diploma combined with proven professional experience of at least five (05) years in law enforcement.

### **Experience**

At least five (05) years of experience (excluding initial training period) in the field of logistics, including at least two (02) in the logistics of formed units.

### **Language**

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.

## Budget Officer

### JOB Description

**Post title:** Budget Officer

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### **Fonctions et responsibilities**

The Strategic Planning Officer will be responsible for:

- | Develop the output and performance indicators of the UNPOL Pillars/Sections, in coordination with the respective heads of these entities, and ensure regular monitoring of their achievements.
- | Develop the contribution of the Police Component to the RBB, and monitor its implementation, in coordination with the budget focal points of the other components and the Strategic Planning Unit of the Mission, then in consultation with the Pillars/Sections of UNPOL.
- | Coordinate the implementation of programmatic funds.
- | Optimize the budgetary expenditures of the Component.
- | Synchronize the UNPOL planning and budgeting system in coordination with the Police Division/DPKO;
- | Consult with UNPOL Heads of Pillars/Units, to ensure that budget adjustments are made in line with program/project changes, to facilitate long-term planning.
- | Prepare regular and special budget reports of the Police Component, in relation to the different Pillars/Units that have used funds for the implementation of their activities; In consultation with UNPOL Pillars/Sections, support the monitoring/evaluation of the implementation of the ISF Capacity Building and Development Plan.
- | In coordination with other actors/partners, and in consultation with UNPOL Pillars/Sections, support the development and monitoring of the implementation of an ISF deployment plan ;
- | Participates in the joint planning activities of the Mission ;
- | Contribute to the process of measuring the impact of implemented projects, within the framework of After Action Reviews, in coordination with other actors and beneficiaries ;
- | Regularly update (on Cosmos) the RBB's periodic reports, in coordination with the UNPOL Pillars/Sections and in consultation with the Strategic Planning Unit.
- | Propose the changes deemed necessary in the general functioning of coordination with partners.
- | Perform additional tasks assigned to the Planning Unit by the HOPC.

### **Competencies**

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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 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.

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## Education

Advanced university degree in management in combination with proven experience in project and program management at a high level of law enforcement structures and security issues in lieu of the advanced university degree in combination with a combined university degree in project and program management.

## Experience

Be a senior police officer of a rank equivalent or above to Lieutenant Colonel;

At least ten (15) years of extensive experience in project and program administration at the UN, national, international or previous level

## Language

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.

## JOC Officer

### JOB Description

**Post title:** JOC Officer

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### Fonctions et responsibilities

The incumbent will be responsible for:

- | Contribute to the definition of the integrated mapping of threats and risks on civilian, military police operations in the area of competence.
- | Contribute to the updating of reports relating to current events according to approved standards.
- | Collect and verify information of immediate operational interest.
- | Contribute to the monitoring of political, humanitarian, economic, security or human rights developments with a particular focus on the protection of civilians.
- | Contribute to the monitoring of convoys and air movements entering or leaving the area of competence.
- | Contribute to the drafting of daily reports (SITREP) according to approved standards.
- | Contribute to the updating of the telephone directory of all components as well as local counterparts contributing to crisis management.
- | Ensure the proper flow of information between UNPOL and the JOC in order to ensure that UNPOL actions are properly taken into account.
- | Regularly feed the files relating to the areas of competence on COSMOS.
- | Perform any other duties assigned by the supervisor.

### Competencies

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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.

**Communication:** express themselves clearly and effectively both orally and in writing; listens to others, understands them well and responds appropriately; asks appropriate questions to obtain clarification and facilitate dialogue; tailors language, tone, style and presentation to the audience being addressed; Share information with everyone who is interested and keep everyone informed.

**Accountability:** Assume all responsibilities and honor commitments; comply with the organization's rules and procedures; supports, mentors subordinate and takes responsibility for delegated assignments; take personal responsibility for one's own mistakes and, where appropriate, those of one's department.

### **Education**

Have a first-level university degree, failing that, a high secondary school diploma combined with proven professional experience of at least five (05) years in law enforcement.

### **Experience**

Have at least seven (07) years of experience (not including initial training period) in law enforcement including a minimum of two (02) years in the field of information collection and analysis.

### **Language**

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.

## JMAC Officer

### JOB Description

**Post title:** JMAC Officer

**Organizational unit:** MINUSCA

**Location:** BANGUI

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

### **Fonctions et responsibilities**

The incumbent will be responsible for:

| Ensure the liaison between the Police Component and JMAC by allowing a smooth flow of information between the two entities

| Analyzes security information, identifies trends of threats and security incidents affecting United Nations system personnel,

| Conducts trend analysis, gathers comprehensive information on all factors of insecurity, assesses the relevance and validity of security information and the reliability of information resources;

### **Competencies**

**Professionalism:** Ability to review and comment on legal documents and policies as well as interpret UN rules and regulations, international conventions, treaties and laws in the context of handling misconduct by personnel serving in peace operations. Knowledge of UN rules and regulations and its application in the disciplinary process for personnel serving in peace operations. Knowledge of the challenges of conduct and discipline issues in peace operations. Ability to exercise sound judgment, initiative and discretion when handling confidential and sensitive material. Ability to assist in generating and communicating organizational direction and introduce and emphasize UN policies and practices. 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.

**Communication:** express themselves clearly and effectively both orally and in writing; listens to others, understands them well and responds appropriately; asks appropriate questions to obtain clarification and facilitate dialogue; tailors language, tone, style and presentation to the audience being addressed; Share information with everyone who is interested and keep everyone informed.

**Accountability:** Assume all responsibilities and honor commitments; comply with the organization's rules and procedures; supports, mentors subordinate and takes responsibility for delegated assignments; take personal responsibility for one's own mistakes and, where appropriate, those of one's department.

### **Education**

Have a first-level university degree, failing that, a high secondary school diploma combined with proven professional experience of at least five (05) years in law enforcement.

## **Experience**

At least six (06) years of extensive experience (excluding initial training period), in the field of law enforcement including experience in intelligence gathering.

## **Language**

English and French are the two working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English is required.