

APPLICATION PROCEDURES FOR NON-CONTRACTED POSITIONS IN UNITED NATIONS POLICE COMPONENTS IN PEACEKEEPING OPERATIONS OR SPECIAL POLITICAL MISSIONS REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF UNITED NATIONS MEMBER STATES

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates (**Security Information Analyst/IPO**) for an assignment with peacekeeping operations or special political missions requiring secondment from active Police service. In the interest of promoting an orderly process and to avoid delay in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to these procedures.

1. The above-mentioned request is reserved for candidates recommended by Member States through their Permanent Missions to the United Nations. Candidates applying independently will not be considered. It is requested that applications be submitted as soon as possible but not later than the specified deadline in the Job Opening, **20 August 2025**. Applications received after the deadline will not be considered.

2. In line with gender parity strategy, it is required to nominate 25% qualified female officers.

3. In addition, given the increasing challenges and exigencies of service in the field missions where the uniformed personnel perform their duties with higher threats and difficult living conditions, it is crucial to ensure that all officers are physically and mentally fit to work in line with mandate implementation.

4. The United Nations Police Officers are deployed in the field missions where medical services are often limited, compared with the available in major cities that are well established and maintained. Uniformed personnel in most of the current field missions serve in remote areas which can be difficult for personnel with certain medical conditions.

5. It is strongly recommended to limit the number of nominations per post up to two applications.

6. All applications must be submitted on a duly completed (typed) and signed United Nations Electronic Application for Seconded Police (EASP). Applications using other formats will not be accepted, but additional information may be attached to the EASP. For the convenience of the Permanent Missions, an EASP form is enclosed as a sample. **The EASP form is to be used for applications for the seconded non-contracted posts only.** Please do not include the instruction part of the document when submitting the applications.

7. Copies of candidates' passports containing the candidates' full name(s) and date of birth, must be submitted along with the EASP forms but in separate file. Passport's validity must be at least 18 months at the date of nomination.

8. Selection for service with the United Nations is made on a competitive basis. It is therefore essential that all the application forms are completed with a view to presenting the candidates' qualifications and experiences as they relate to the required skillset/area of expertise and as set out in the relevant Job Description (attached). The nominations without the appropriate skillsets and experience will not be accepted and must nominate the skillful officers according to the Job Description. The Permanent Mission is requested to specify the position, against which each candidate is nominated. **The nominated officers must have valid SAAT/AMS clearance.** All sections of the EASP including the "DECLARATION OF

DISCIPLINARY CLEARANCE” (section 12), must be filled out with all necessary details of applicant’s career and background.

9. In accordance with the Policy on Human Rights Screening of UN Personnel, Permanent Mission is requested to provide human rights certification for all nominees. The following language must be included in a nomination note verbale: ***“The Government of is hereby confirming that none of the nominated candidates has 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 or international humanitarian law. The Government of also certifies that it is not aware of any allegations against the 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.”***

10. The national authorities are also requested to certify that there was no corruption or fraud in the nomination 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. **Nominations without the above-mentioned certification will not be accepted.**

11. Permanent Missions are requested to present its candidates in one single submission under a cover of a Note verbale listing the names of the candidates and the corresponding announcement, in accordance with the deadline specified in the application procedure, or the rotation schedule of its national police contingent in the specific mission. For the convenience of the Permanent Mission, a table is attached to be used and photocopied as needed for listing its candidates. **The nominations without the duly filled table will not be accepted.**

12. Applications shall be e-mailed by the Permanent Mission to carolina.gonzaleztapia@un.org in accordance with the specific directions in the relevant facsimile and these procedures. EASP, passport, appropriate medical form (MS2 form for armed missions and MS3 form for un-armed missions), vaccination certificate for each nominee should be submitted in separate files. The e-versions of the above documents should be grouped by their type.

13. Upon receipt of the applications, the Selections and Recruitment Section will acknowledge through email.

14. Communication regarding this process will be maintained through the Permanent Mission only.

July 2025