

**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 UN MEMBER STATES**

Outlined below are the procedures to be followed by Permanent Missions for the presentation of candidates for 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 posts are 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 deadline specified in each Job Opening announcement or at least 4 months prior to the scheduled rotation. Applications received after the deadline will not be considered.
2. 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.
3. Copies of candidates' passports or other valid government issued official documents containing the candidates' full name(s) and date of birth, must be submitted along with the EASP forms. Passports validity must be at least 18 months at the date of nomination.
4. In addition to the application forms and passports/ID, the nomination for some missions (e.g. UNAMID, UNISFA, UNITAMS) also requires the submission of passport size pictures of the candidates in JPG format. This is required by the host state national authorities for visa formalities. Each picture should be submitted in a separate file.
5. 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 or as set out in the relevant Job Descriptions. Permanent Mission is requested to specify the position, against which each candidate is nominated. 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.
6. 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 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."***
7. 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.**

8. Permanent Mission is 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 vacancy announcement, in accordance with the deadline specified in the Job Description, 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 table/list must clearly display the skill set(s) of each nominee and category in which he/she is expected to be deployed. **The nominations without the duly filled table will not be accepted.**
9. Applications can be either hand-delivered on a USB drive/CD by Permanent Mission to the Police Division Selection and Recruitment Section, Office of Rule and Law and Security Institutions, Department of Peace Operations at **1 UN Plaza, 7<sup>th</sup> floor, room DC1 – 0784A** or e-mailed to the respective desk officer of the Selection and Recruitment Section of the Police Division **Mr. Sospeter MUNYI on sospeter.munyi@un.org**. 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.
10. Upon delivery of the applications, the Selections and Recruitment Section will acknowledge the receipt to the individual making the delivery.
11. Communication regarding this process will be maintained through the Permanent Mission only.

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