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Job Title:	Selection and Recruitment Officer, P-3
Department/Office:	Selection and Recruitment Section
Location:	NEW YORK
Posting Period:	01/04/2020 - 01/07/2020
Job Opening number:	DPO/SEC2001P/P-3/08

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

Organizational Setting and Reporting:

This position is located in the Selection and Recruitment Section of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peace Operations. The incumbent reports directly to the Chief of Section.

The overall objectives of the Police Division are to effectively direct police components in peace operations and special political missions; to strengthen the strategic direction, planning, and management of police components in peace operations; and, to work towards a shared understanding among all stakeholders on the future direction of police in peace operations. Additional information available in <https://police.un.org/en>

Responsibilities:

Within delegated authority, the Police Selection and Recruitment Officer will be responsible for the following duties:

- The incumbent conducts effective and timely selection, recruitment and rotation of police personnel for field missions, including Formed Police Units. The incumbent is directly involved in expanding the pool of qualified candidates for police personnel positions, developing a skill-based roster for senior police personnel, collaborating and coordinating with the Department of Field Support, Member States and Police-Contributing Countries (PCC's) on all matters related to deployment, extension and rotation of police personnel;
- He/she conducts substantive vetting of candidates to assess their suitability by analyzing curricula vitae, screening of candidates and conducting interviews by phone or video-teleconference;
- He/she develops extension and rotation strategies to meet the demand for police personnel and formed units in the field; establishes staggered police rotation plans in coordination with field missions and Member States to ensure continuity and stable strength in order to mitigate the potential adverse impact on mission mandate implementation and security and ensures strict adherence to established performance appraisal policies for any extension requests.
- He/she Coordinates and ensures the issuance of medical clearances by the UN Medical Services Division for police officers prior to their deployment to field missions; and, monitors and updates the medical tracking mechanism for police personnel.
- The incumbent is responsible for managing and participating in Selection Assistance and Assessment Teams (SAAT) and the Formed Police Unit Assistance Teams (FPAT); arranging and participating in pre-deployment visits to Member States.

Competencies:

Professionalism: Ability to identify issues, formulate opinions, present conclusions and offer recommendations. Ability to apply UN HR rules, regulations, policies and guidelines in work situations and prepare reports or rational with respect to key administrative decisions. Motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. 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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in law, criminal justice, police sciences, police administration and management or another related field. Graduation from a certified police academy or similar law enforcement training institution is required. A first level university degree in combination with relevant academic qualifications and qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in active national police service with a rank of Major or Chief Inspector, other service equivalent or higher rank, including three years of practical experience in police administration and recruitment is required. Experience in a peace operation, UNHQ, or similar international organization is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of a second official UN language, preferably French, is desirable.

Assessment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving police officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointments are limited to service on posts reserved for active police officers who serve on secondment financed by the support account of peace operations.

Police Officers in active duty currently on secondment and assuming a professional post or higher are not eligible to apply for other job openings. In order to increase female representation in the Police Division, Member States are highly encouraged to nominate qualified female candidates. If both male and female candidates were found equally qualified, preference will be given to female candidates.