

DPKO/[Office]/YYYY/Reference #

The Secretariat of the United Nations presents its compliments to the Permanent Mission of Member State to the United Nations and has the honour to invite its Government to nominate individual Police Officers in active service for appointment on secondment to the Full Name of Mission (UN MISSION ACRONYM) for a period of one year. Any further contract extension can be granted on an exceptional basis provided there is a mission mandate requirement and the incumbent displays good performance, dedication, professionalism and the achieved results. The final decision on the extension is subject to approval by the United Nations and concurrence by the national authorities.

Details regarding the post/s for which the Secretariat is seeking qualified applicants are provided in the attached job opening/s. Also attached are the “Application Procedures for United Nations Police Officers on Assignment with Peacekeeping Operations or Special Political Missions”.

The Secretariat kindly requests the Permanent Mission to submit a **separate application for each candidate, to the Police Division/OROLSI/DPKO, 1 UN Plaza, 7th floor, room DC1-** , in accordance with the above-referenced procedures, certifying that the nominees meet the requirements as set forth in the attached job description/s as well as in the “Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations.” **Applications submitted after the deadline specified in the job description/s will not be considered.**

The Permanent Mission is also requested to confirm that selected candidates will be released, in a timely manner, from the national police service obligations for service with the United Nations. It is also requested to ensure that the rank of each candidate submitted is indicated on the application. In addition, it is strongly recommended that Member States carefully pre-screen their applicants and submit only those candidates meeting all requirements for the position/s as described in the job opening/s.

Member States are strongly encouraged to nominate qualified female police officers. Preference will be given to equally qualified women candidates.

Should the Permanent Mission so agree, nominees may also be considered for services with other United Nations peacekeeping or special political missions. The Secretariat would be most grateful if an indication to this effect could be included in the submission.

The Secretariat wishes to outline that it is the responsibility of the Government to ensure that each candidate it nominates has not 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. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence, with the exception of minor traffic violations (driving while intoxicated or dangerous or careless driving are not considered minor traffic violations for this purpose), but were not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The Government is also requested to certify that it is not aware of any allegations against its 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.

The Secretariat recalls that it has a zero-tolerance approach to fraud and corruption. The Government is therefore requested to certify that there was no corruption or fraud in the nomination and extension procedures 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.

The Secretariat recalls that the responsibilities of those personnel who are appointed to serve in United Nations peacekeeping or special political missions are exclusively international in character. They perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are duty-bound not to seek or accept instructions in regard to the performance of their duties from any government or from other authorities external to the United Nations. Seconded personnel should carry out their functions in accordance with all applicable regulations, rules and procedures of the Organization.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member State to the United Nations the assurances of its highest consideration.

dd January yyyy