

# *How to prepare the submission*

## *Military & Police Campaign*



# Before filling the forms...

- Candidates are strongly encouraged to review and understand the functions and responsibilities of the position/s to which they are applying as well as the qualifications necessary. By doing so, candidates will:
  - Improve their ability to position themselves to meet the needs of the hiring office;
  - Save time and reduce frustration that results from applying to jobs which do not match their strengths, aspirations and personal circumstances.

*Please note: Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts.*



# Understanding the Job Opening (JO)

## All JOs are organized in the following 5 sections:

1. Title
2. Organizational Setting and Reporting
3. Responsibilities/functions
4. Competencies
  - Professionalism
  - Planning and Organizing
  - Teamwork
  - Communication (for P-4 and above), when applicable
5. Qualifications:
  - Education
  - Experience
  - Languages
6. Assessment Methods
  - *Written Test*
  - *Competency Based Interview*

United  Nations

### Job Opening

**Job Title:** Military Communications Policy and Equipment Officer, P-3

**Department/ Office:** DEPARTMENT OF PEACEKEEPING OPERATIONS

**Location:** NEW YORK

**Posting Period:** 27 February to 28 May 2013

**Job Opening number:** DPKO/13-01/P-3/13

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

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**Organizational Setting and Reporting:** The post is part of the Military Affairs Office structure; however, due to the nature of its responsibilities the post is located in Department of Field Support, Information and Communications Technology Division. The incumbent will report to the Military Communications Policy and Equipment Officer and the Director of the Information and Communications Technology Division.

**Responsibilities:** The incumbent will have the following main responsibilities:

- Assist with the provision of technical advice regarding the management of military communications and, as appropriate;
- Advise on the interface between military and commercial communication networks and systems in the field;
- Assist with military interface aspects in the planning, installation, operation and maintenance of mission telecommunication and information technology equipment and systems;
- Assist in the planning of new operations and the revision of current operations for the whole spectrum of ICT activities;
- Assist with liaising with troop contributors to enhance the familiarity of Member States with, and their understanding of, commercial and military communication networks and requirements at field missions;
- Assist with reviewing military communication performance standards for telecommunication and information technology equipment and services;
- Ensure that military and civilian systems are combined in a seamless communications architecture; and Performs other related duties as required;
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days.

### Competencies:

**Professionalism:** Knowledge of theories and concepts relevant to military communications and information technology planning at the strategic and operational



# What Forms Nominees Should Submit?

*Each nominee should complete the following 3 forms:*

1. United Nations Personal History Profile (PHP), P-11 - **required**
2. Employment Record (Supplementary Sheet) - **if needed**
3. Employment and Academic Certification - **required**

INSTRUCTIONS				UNITED  NATIONS		Do not Write in This Space	
Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions.							
<b>PERSONAL HISTORY</b>							
1. Family name		First name		Middle name			
2. Birth date (day-month-yr)		3. Place of birth		4. Nationality(ies) at birth		5.	
7. Height		8. Weight		9. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/>			
10. Enjoy into United Nations service might require assignment to any area of the world in which the: (A) Are there any limitations on your ability to perform in your prospective field of work? YES <input type="checkbox"/> NO <input type="checkbox"/> (B) Are there any limitations on your ability to engage in all travel? YES <input type="checkbox"/> NO <input type="checkbox"/>							
11. Permanent address				12. Present address			
Telephone No. ( ) ( ) ( ) ( ) ( ) ( )				Telephone Fax No. ( ) ( ) ( ) ( ) ( ) ( )			
13. Do you have any dependent children? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following:							
Name of Children		Date of Birth (day-month-year)		Place of Birth			
15. (A) Name of Spouse							
16. Have you taken up legal permanent residence status in any country other than that of your national? If answer is "yes", which country?							
17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL		Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: ( ) ( )	
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: ( ) ( )	
DESCRIPTION OF YOUR DUTIES							
FROM		TO		SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
MONTH/YEAR		MONTH/YEAR		STARTING FINAL		Full time <input type="checkbox"/> Part time <input type="checkbox"/> hours/week: ( ) ( )	
NAME OF EMPLOYER:						TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:						NAME OF SUPERVISOR:	
						NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU: ( ) ( )	
DESCRIPTION OF YOUR DUTIES							

<b>UNITED NATIONS</b> <b>Employment and Academic Certification</b> Attachment to Personal History Profile (P11)			
<b>TO BE COMPLETED BY CANDIDATE:</b>			
<b>Personal Data:</b>			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			
<b>Position for which you are applying:</b> (Note: if you are applying for more than one position, please submit separate P11 and P11 attachment for each Job Opening)			
<b>Job Opening Number:</b>			
<b>Military Service History/Police Service History</b>			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date from current rank
Branch Corp/Mustering			
Sub Specialisation additional qualifications			



## Form 1: UN Personal History Profile (PHP), P-11 - required

### Information requested from the nominees

- Personal Information
- Education and Publications
- Employment History – in detail in the next slide
- Languages
- References



# *Form 1: UN Personal History Profile (PHP), P-11cont.*

## Employment History

### Description of Duties

- Duties:
  - What is done in current job
- Describe responsibilities with careful attention to the job opening for which you are applying
- Use of Grammar
  - Current job: present tense
  - Past job (s): past tense

### Summary of Achievements

- Achievements:
  - How well performed in the job
  - Provide specific examples where an impact or contribution was made in the positions held





## *Form 1: UN Personal History Profile (PHP), P-11cont.*

### Points to remember

- Candidates must review and understand the functions and responsibilities of the position/s to which they are applying to assess if their qualifications, strengths and aspirations match the experience and skills required by the post.
- The UN will first know a candidate through their application/PHP, so it is imperative that candidates provide accurate and detailed information.
- Candidates should type the information, if hand written, information must be clear and readable.
- Candidates should:
  - be truthful, accurate and specific
  - make words count
  - proofread before finalizing/signing



**Form 2: Employment Record Form – if necessary**  
(Supplementary Sheet)

- To be used only if PHP is not sufficient to capture all work experiences. The form must be duly completed and signed.





# Form 3: Employment and Academic Certification

(Attachment to P-11)

- For each nominated candidate, a duly completed Employment and Academic Certification form must be signed by the candidate and by the relevant Local Police or Military Authority

## NOTE:

**Incomplete and unsigned forms  
will not be accepted**

- The Certification must contain details on the candidate's military/police academic degree/courses and employment record as well as his/her rank and commission date (for military officers) or date of enlistment/entry to service (for police officers).



# **Form 3: Employment and Academic Certification**

## **Sample**

(Attachment to P-11)

### UNITED NATIONS

#### Employment and Academic Certification

Attachment to Personal History Profile (P11)

For guidance on the submission package you may refer to the briefing material "How to prepare the submission".

**A. TO BE COMPLETED BY CANDIDATE (from sections 1 to 11):**

1. PERSONAL DATA:			
Family Name:	Given name:	Middle names:	Gender: M/F
e-mail address:			

2. POSITION/S TO WHICH YOU ARE APPLYING:	
Title: 1. 2. 3. ...	Job Opening Number:



3. MILITARY SERVICE HISTORY / POLICE SERVICE HISTORY			
Date of Commission (for military officers) or date of enlistment/entry to service (for police officers):			
Current rank	Date Last Promoted	Date eligible for promotion to next rank	Projected Retirement date <u>from current rank</u>
Branch/Corp/Mustering			
Sub Specialisation/additional qualifications			



# **Form 3: Employment and Academic Certification**

(Attachment to P-11)

## **Part to be signed by candidate - Sample** **(continuation)**

**11. I certify that the statements made by me in answer to the foregoing questions are complete and correct. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a candidate ineligible for further consideration.**

*I declare that I have never committed, been convicted of and am not currently under investigation or being prosecuted for any criminal, human rights, civil action or disciplinary 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). I declare that I have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.*

*I am not able to attest to the preceding paragraphs for the following reasons: .....*

.....  
.....

Date ..... Signature .....

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.



# **Form 3: Academic and Employment Certification**

(Attachment to P-11)

Part to be signed by the relevant authority -

Sample (continuation)

## **B. TO BE COMPLETED BY THE RELEVANT LOCAL AUTHORITY:**

On behalf of .....I certify that the information provided by .....  
is complete and correct.

*I further certify that the nominated candidate has never 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, civil action or disciplinary offence.*

*The Government of ..... is not aware of any allegations against the nominated candidate that she/he has 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.*

*In the case of the nominee who has 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 was not convicted, the Government is requested to provide information regarding the investigation(s) or prosecutions concerned.*

Date..... Official Stamp .....

