

**NOMINATION PROCEDURES FOR POSITIONS IN THE
DEPARTMENT OF PEACE OPERATIONS
REQUIRING OFFICIAL SECONDMENT FROM NATIONAL GOVERNMENTS OF
MEMBER STATES OF THE UNITED NATIONS ORGANIZATION**

Outlined below are the procedures to be followed by Permanent Missions for the nomination of candidates to posts requiring secondment from active Military and Police service, which are open for recruitment within the Department of Peace Operations (DPO). 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 only for candidates nominated by Member States through their Permanent Mission to the United Nations; candidates applying independently will not be accepted. **It is requested that applications be submitted as soon as possible. No applications will be accepted after the deadline specified on each job opening.**

2. Applications for candidates must be presented in one single submission via a Note Verbale from the Permanent Mission. Each submission must contain a duly completed excel sheet form “Phase 1 of the 2019 Campaign - Application Sheet - List of Candidates by Permanent Missions”, listing the names of the nominated candidates for each job opening. In addition, for each nominated candidate, the following will be required to be included in the submission:

a) *United Nations Personal History Profile (PHP) Form (P.11) and, if applicable, Employment record (Supplementary Sheet)*, duly completed and signed by the nominated candidate.

b) *Military/Police Employment and Academic Certification form* issued by the relevant military/police authority and containing details on the candidate’s military/police academic degree/courses and employment record.

c) *Employment Record-Supplementary Sheet* to be used for additional employment information.

3. In the event a candidate wishes to be recommended for several posts, he/she must list each post in section 2 “Position/s to which you are applying” of the Military/Police Academic and Employment Certification form. Candidate need only to submit one PHP and one EAC even if they apply to several positions.

4. Candidates are discouraged from attaching to their application certificates of degree obtained, medical forms or copy of their passport.

5. Permanent Missions may choose to submit their nominations in one of the following way:
 - a. hand-delivered to Ms. Sandra Benyes, DPPA-DPO Executive Office, DC-2, Room 2246,
 - b. emailed to dpo-secondmentrecruitment@un.org
Please note that electronic submissions must follow the correct procedure as per attached instructions. Incomplete submissions will not be accepted.
6. Upon receipt of the:
 - a. **hand-delivered** submission, the designated official for the military/policy campaign, will confirm receipt of the submission and the attachments by signing-off on the duly completed excel sheet form “Phase 1 of the 2019 Campaign - Application Sheet - List of Candidates by Permanent Missions”.
 - b. **emailed** submission, the designated official for the military/policy campaign, will confirm receipt of the submission and the attachments via email.
7. **Nominations submitted using fax, mail or any other formats will not be accepted.**
8. **Nominations received after the deadline will not be accepted.**
9. **Nominations submitted using different forms from the one provided will not be accepted.**
10. **Nominations of military and police officers who are currently on secondment to the UN will not be accepted.**
11. **Permanent Missions are requested to present their candidates in one single submission via a Note Verbale.**
12. Communications regarding this exercise will be through Permanent Missions only. The DPPA-DPO EO will not entertain personal queries from individual applicants.