

## **Protocol for Electronic Submission of Nominations:**

1. Each Permanent Mission will be requested to submit in **one single submission** and in accordance with the deadline date of the job openings to [dpo-secondmentrecruitment@un.org](mailto:dpo-secondmentrecruitment@un.org) mail box the following documents in the file type as indicated below:
  - a. Official note verbale – Format: Adobe PDF
  - b. 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 – Format: Microsoft Excel or Adobe PDF
  - c. *Application form package* to be submitted for each nominated candidate in Adobe PDF Format:
    - i. United Nations Personal History Profile (PHP) Form (P.11) - duly completed and signed by the nominated candidate
    - ii. Supplementary Sheet as an attachment to Personal History Profile (PHP) Form (P.11/Supplementary Sheet), when more employment records need to be presented
    - iii. Employment and Academic Certification Form (EAC) duly completed and signed by:
      1. the nominated candidate and
      2. the relevant member state’s local authority
2. In the event the size of the attachments is too big to be submitted in one single message then the message can be divided into parts. The first part will clearly indicate the total number of submissions that will follow.
3. Upon receipt of the electronic submission, the designated official for the recruitment of seconded military/policy officers in the DPPA-DPO EO will confirm receipt of the complete submission as outlined above by returning the signed Excel sheet form “Phase 1 of the 2019 Campaign - Application Sheet - List of Candidates by Permanent Missions” – Format: Adobe PDF
4. **Incomplete submissions will not be accepted.**
5. **Nominations of military and police officers who are currently on secondment to the UN will not be accepted.**
6. In case of incomplete submissions the designated official for the recruitment of seconded military/policy officers in the DPPA-DPO EO will indicate and request the missing documents. Acceptance of the submission will occur only once all documents have been submitted. The recruitment officer will acknowledge acceptance of the submission by returning the signed Excel sheet form “Phase 1 of the 2019 Campaign - Application Sheet - List of Candidates by Permanent Missions” – Format: Adobe PDF

7. Missing documents submitted after the deadline date of the job openings will not be accepted.
8. Late submissions or submissions that are faxed or mailed will not be accepted.