

United Nations

*Job Opening for Positions requiring official secondment
from national governments of Member States of the United Nations
Organization Appointments are limited to service on posts financed by
the support account of peace operations.*

Post title and level	Chief of Staff (IPO – seconded non-contracted)
Organizational Unit	United Nations Multidimensional Stabilization Mission in the Democratic Republic of Congo (MONUSCO)
Duty Station	GOMA
Reporting to	Deputy Police Commissioner
Duration	12 months (extendible)
Deadline for applications	31 August 2024

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

RESPONSIBILITIES:

The Chief of Staff reports to the Deputy Police Commissioner. He is responsible for, but not limited to, the performance of the following duties:

- Manages the different sections of the MONUSCO Police Component placed under its authority.
- Develops and updates the directives, plans, and administrative policy orders of the Police Commissioner, deployment plans, and standard operating procedures (SOP); prepares and publishes newsletters on new directives and instructions requiring the attention of all members of the Police Component.
- Oversees the human resource management process, assists in determining appropriate assignments, and provides recommendations to the Police Commissioner on the timely appointment of appropriate personnel to key non-professional positions as they become vacant.
- Oversees and monitors the selection and deployment of individual police officers and the allocation of related resources to meet operational needs.
- Ensures the planning of staff turnover, extension of tours of duty, and leaves; coordinates and supervises travel authorizations within and outside the mission.
- Maintains the filing system and personnel files.
- Maintains a permanent liaison with all sections of Mission Support and the section of international personnel regarding the needs of the police in terms of deployment, accommodation, offices, information and communication technology, logistics, procurement, construction, etc.
- Organizes legal support to benefit the UN Police hierarchy and other UNPOL staff.
- Ensures adherence to United Nations rules and principles and the mandate of the mission, compliance with the highest standards of professional conduct and behavior of UNPOL staff, appropriate use at all times of financial resources under his command, and takes corrective action aimed at improving efficiency and effectiveness within the United Nations police component and in harmony with the other components of the mission in the spirit of an integrated mission and the achievement of 'common objectives;

- Oversees coherent initial training programs for all new arrivals from UNPOL within the mission; explores and facilitates any additional internal training for UNPOL members in collaboration with the Integrated Mission Training Center (IMTC).
- In coordination with and under the direction of the Police Division of the Department of Peace Operations (DPO), organizes the certification of members of the Selection Assistance and Assessment Team (SAAT); appoints the above trainers for participation in SAAT sessions in police contributing countries at the request of the Police Division of the DPO.
- Carries out field visits to verify that team morale is high and that the work is carried out fairly and equitably by sound and progressive management principles.
- If necessary, conducts internal investigations into allegations of misconduct involving members of UNPOL and recommends appropriate disciplinary measures in coordination with the Mission's Disciplinary Unit; represents the Police Component on commissions of inquiry.
- Maintains a permanent exchange of administrative information between the police component and the Police Division of the DPO; ensures regular dissemination of UNPOL staff reports among UNPOL staff, the Mission Leadership, the Police Division
- Contributes to the preparation of budget proposals for the Police Commissioner.
- Performs any other task assigned by the Police Commissioner to execute the mandate.

COMPETENCIES:

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas. Expert knowledge in the field of work in general and in the areas supervised explicitly in particular; ability to edit and reformulate the work of others; strong coordination and liaison capacity.

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.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.

QUALIFICATIONS:

Education: Advanced university degree (Master's degree or equivalent) in law, police management, law enforcement, security studies, criminal justice, business or public administration, human resources management, change management, or related area. A first-level degree, combined with qualifying experience, may be accepted in lieu of an advanced university degree. Specialized training in the area of the incumbent's responsibility (administration, training, etc) is highly desirable. Graduation from a certified Police Academy or other national or international law enforcement training institution is required.

Experience: A minimum of 7 years (9 years in the absence of an advanced degree) of progressive, relevant responsible, and active policing service/experience in a national or international law enforcement agency, both at the field and national headquarters level- required; 5 years of active police experience at policy-making level with strategic planning and management experience in one or few of the following areas: human and financial resources management, police administration, police training and development, - required; practical direct experience in commanding a regional or a state level police administration unit- highly desirable. Previous UN or international experience is an advantage.

Rank: The rank required for this post is Superintendent of Police or other equivalent or higher.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in French and English (both oral and written) is required.

Assessment for Mission Service: All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or based on an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in the candidate's repatriation. In this case, all repatriation-related expenses are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State before the police personnel deployment.

Preference will be given to equally qualified women candidates.

Date of Issuance: 31 July 2024

In accordance with the Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations are requested to make a "self-attestation" that they have not committed any serious criminal offenses and have not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above-mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.

<https://police.un.org/en>