

# United Nations



*Job Opening for Position 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 peacekeeping operations*

<b>Post title and level</b>	<b>Conduct and Discipline Officer, P-3</b>
<b>Organizational Unit</b>	<b>United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)</b>
<b>Duty Station</b>	<b>Bangui</b>
<b>Reporting to</b>	<b>Strategic Policy and Planning Adviser</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	<b>30 June 2018</b>
<b>Job Opening number</b>	<b>2018- MINUSCA-2506 -DPKO</b>

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

**RESPONSIBILITIES:** The Conduct and Discipline Officer participates in the planning, implementation, monitoring and evaluation of conduct and discipline programs, operations and other related activities. Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible to assist and advise National Police and Gendarmerie in the following:

**Conduct and discipline framework:**

- Review or drafting of code of conducts as well as disciplinary rules and regulations in alignment with international standards;
- Redesign and creation, when applicable, of oversight bodies for the Police and Gendarmerie
- Support Car Internal Security Forces in the design and implementation of accessible reporting mechanisms of possible breaches of code of conduct involving CAR ISF Officers
- Assist the CAR ISF in the review and reinforcement of internal disciplinary procedures

**Capacity building:**

- In relation with the training coordinator, support CAR ISF in the design and implementation of training strategies aiming at reinforcing discipline at all levels; as well as leadership and management skills of hierarchical layers
- Monitoring implementation of conduct and discipline rules and procedures and determines/recommends realignment when necessary.
- Creation of an environment conducive to the respect of standard of conduct and ethics.

**General:**

- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related Conduct and discipline, ensuring compliance with recommendations and decisions, policies and procedures;
- Prepares various written outputs, e.g. management briefings, background papers, presentations, analysis, reports and studies, inputs to communications, publications, etc.
- Monitors and advises the work of national counterparts, as required
- Performs other related duties, as assigned.

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## COMPETENCIES:

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in 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 areas of work.

**Planning & 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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## QUALIFICATIONS:

**Education:** Advanced university degree (Master's degree or equivalent) in law, human rights, human resources management, or other related fields. Familiarity with administrative, labor, criminal and/or military laws and principles is desirable. A first-level university degree, with a relevant combination of academic qualifications and qualifying experience in internal affairs and/or conduct and discipline, and/or professional standards may be accepted in lieu of the advanced university degree. Specialized training in the area of incumbent's responsibility is highly desirable. Graduation from a certified Police Academy or other national or international Law Enforcement Training Institution is required.

**Experience:** A minimum of 5 years (7 years in absence of advanced university degree) of progressively responsible experience in one of several following fields is required: conduct and discipline, internal affairs, professional standards – required. Experience in gathering and analyzing information, investigation of conduct/disciplinary cases, experience in applying UN rules and regulations related to conduct and discipline, as well as experience in UN peacekeeping missions are desirable.

**Rank:** Rank required for a P-3 is Senior/Chief Inspector of Police, Major, other equivalent or higher rank.

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

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Preference will be given to equally qualified women candidates.

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 "self-attestation" that s/he has not committed any serious criminal offences and has 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.

Date of Issuance: 15 May 2018

<http://www.un.org/en/peacekeeping/sites/police>