

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 Integrated Stabilization Mission in Mali (MINUSMA)
Duty Station	Bamako
Reporting to	Police Commissioner
Duration	12 months (extendible)
Deadline for applications	31 March 2022

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

RESPONSABILITIES:

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

- Manages the different sections of the MINUSMA Police Component placed under its authority;
- Develops and updates the directives, plans and administrative policy orders of the Police Commissioner, deployment plans, 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 provide 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 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, 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 for the benefit of the UN Police hierarchy and other UNPOL staff as needed;
- 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; explore and facilitate 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 in a fair and equitable manner in accordance with the principles of sound and progressive management;
- 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 in the execution of the mandate

COMPETENCIES:

Professionalism: 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. Expert knowledge in the field of work in general and in the areas specifically supervised 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 in combination with qualifying experience may be accepted in lieu of the advanced university degree. Specialized training in the area of 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 absence of 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: police operations, human and financial resources management, crime management, police administration, police training and development, change management (particularly in law enforcement), reform and restructuring or related field- required; practical direct experience in commanding a regional or a state level police unit- highly desirable. Previous UN or international experience is an advantage.

Rank: Rank required for this is Superintendent of Police, Lieutenant Colonel, other equivalent or higher rank.

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 candidate's repatriation. All repatriation related expenses in this case 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 prior to the police personnel deployment.

Preference will be given to equally qualified women candidates.

Date of Issuance: 25 January 2022

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.

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