

ARMED POLICE FORCE, NEPAL MESSAGE FORM

APFC(HQ		IAL NO:- 9ETX
FROM:-	स.प्र.बल, नेपाल प्र.का.मानवश्रोत विभाग (यू.एन. मिशन शाखा)।	DTO:-089303
TO:-	स.प्र.बल, नेपाल प्र.का. विभागहरु सबै, स.प्र.बल, नेपाल	
	महाशाखाहरु सबै, राष्ट्रिय सशस्त्र प्रहरी बल प्रशिक्षण प्रतिष्ठान,	
	बाहिनीहरु सबै।	
INFO:-	स.प्र.बल, नेपाल प्र.का.स.प्र.म.नि.को सचिवालय, सूचना तथा संचार	GROUP COUNT:-
	प्रविधि शाखा (कम्प्युटर)।	•

9. UNHQ New-York बाट United Nations Mission in South Sudan (UNMISS), United Nations Mission in the Central Africa (MINUSCA) तथा विभिन्न मिशनहरु (Multiple Duty Station) को लागि निम्न पदहरुको लागि योग्य सशस्त्र प्रहरी अधिकृतहरुको माग भई आएको हुँदा मापदण्ड पुग्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरुले Updated UN P-11 र Employment & Academic Certification (EAC) Form मिति २०६१/Q. गते कार्यालय समय भित्र यस शाखाको E-mail:-apfp11bank@ gmali.com मा प्राप्त हुने गरी पठाउनुका साथै संचारबाट समेत अनिवार्य जानकारी दिनु हुन अनुरोध (०)

निम्नः

SN	Post	Remarks			
1.	Planning and Project Management	MINUSCA			
2.	Prison Engineering /Architecture Adviser	UNMISS			
3.	Operational Prison Security Officer	UNMISS			
4.	Prison Psychiatrist / Prison Psychologist	Multiple Duty Station			
5.	Corrections Training Adviser	Multiple Duty Station			
6.	Corrections Health/ Medical Adviser	Multiple Duty Station			
7.	Corrections Mentor	Multiple Duty Station			
	(Strategic Prison Security and Treatment of				
	Prisoners)				
8.	Corrections Strategic Planning / Policy	Multiple Duty Station			
	Development Adviser				
9.	Prison Registry Adviser	Multiple Duty Station			

२. काईटेरिया:

- क) कारवाही तथा कारवाही प्रकृयामा नरहेको (०)
- ख) आवेदनमा माग भए अनुसारको अंग्रेजी वा फ्रेन्च भाषामा दख्खल भएको (०)
- ग) अन्य क्राईटेरियाको हकमा माग भई आएको पदका लागि उल्लेख भएको क्राईटेरिया पुरा भएको हुनुपर्ने (०)





ARMED POLICE FORCE, NEPAL MESSAGE FORM

SERIAL NO:-

- ३. रा.स.प्र.बल प्र.प्र.ले शिक्षालयहरुबाट र बाहिनीहरुले आफ्नो मातहतका सबै कार्यालयहरुबाट तोकिएको समयमा अनिवार्य रुपमा आवश्यक फर्महरु संलग्न राखी एकमुष्ट संकलन गरी खुलाई पठाउनु हुन अनुरोध (०)
- ४. साथै उपरोक्त अनुसारको काईटेरिया भित्र पर्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरूको विवरण खुलाई पठाउनु हुन स.प्र.बल, नेपाल प्र.का.स.प्र.म.नि.को सचिवालयलाई यसै संचारको बोधार्थद्धारा सादर अनुरोध (०)
- ५. उल्लेखित पद सम्बन्धि प्राप्त Job Description पत्रहरु सशस्त्र प्रहरी बल, नेपालको Website मा Upload गरि दिनु हुन सशस्त्र प्रहरी, नेपाल प्र.का. सुचना तथा संचार प्रविधि शाखा (कम्प्युटर) लाई यसै संचारको बोधार्थद्धारा अनुरोध साथै ईच्छुक स.प्र.क.हरुले उक्त Website बाट प्राप्त गर्न हुन अनुरोध (०)

मितिः- २०८९/०६/०८...गते।

Degree of Priority Originator's Instruction					Originator's Signature (With Rank)	T.H.I.			
Originator's instruction			ucti	On	(With Rank)	Date & Time		System	Operator
MJ	TJ	AJ	J	О	200	IN			
Reg.	No.				AG.	OUT			



Août 2024

Position:

Planning and Project Management

Status:

Mission Expert

Location:

United Nations Multidimensional Integrated Stabilization Mission in Central Africa

(MINUSCA)

Reports to:

Penitentiary component management within the assignment mission

Duration:

12 months with possibility of extension

Mission:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on designing and implementing national prison development plans and developing and implementing a framework of operational guidance, including standard operating procedures and standing orders. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide support to national authorities in identifying project ideas for strengthening the national prison service;
- Provide support to the drafting of project proposals;
- Liaise with donors and implementing partners as appropriate;
- Develop and manage projects in cooperation with the national prison system;
- Identify clear objectives and associated indicators of performance;
- Monitor and evaluate projects and make any necessary adjustments;
- Provide mentoring support and facilitate effective knowledge transfer to national planning staff;
- Establish and maintain effective contacts with relevant government officials, national prison professionals, appropriate ministries, and relevant bilateral/multilateral donors;
- Consult and collaborate regularly with other mission components, UN agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors;
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

Competencies:

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular with
 regard to developing the necessary legal and policy framework, undertaking prison assessments and
 designing and implementing plans to strengthen the corrections sector; knowledge of relevant
 international human rights standards; capacity to adopt a strategic approach to the development of a
 prison system; commitment to implementing the goal of gender equality by ensuring the equal
 participation and full involvement of women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues,

articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in project management, public administration, law, social

science, or related field is desirable. Work experience may be substituted for

academic requirements.

Experience: At least 5 years experience in the prison sector, at increasingly senior levels of

responsibility, preferably with experience in the headquarters of the national prison system. This must include at least 2 years in project development and management.

Experience in monitoring and evaluation is desirable..

<u>Languages:</u> Fluency in written and spoken French is required. Knowledge of English or any other

official language of the United Nations is an advantage. Fluency in a local language

may also be required.

Other requirements: Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle

are required. All officers are required to pass a United Nations driving test at the

beginning of their deployment and will be repatriated if they fail to do so.



Title:

Prison Engineering/Architecture Advisor

Status:

Expert on Mission

Duty Station:

United Nations Mission in the Republic of South Sudan (UNMISS)

Report to:

Head of Corrections Component

Duration:

12 months with the possibility of extension

Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on planning, designing and implementing the rehabilitation and re-design of prison infrastructure. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about reforming and strengthening the corrections system, in particular on issues related to the development, rehabilitation and redesigning of prison infrastructure.
- Develop guidance material on the design of prison infrastructure, including sample blueprints and construction plans, and on the management of rehabilitation projects.
- Design and manage the implementation of construction and rehabilitation projects, including cell space, security structures, ablution and sanitation facilities and office space, taking into consideration prison security concerns.
- Conduct needs assessments and assist national stakeholders in the development of plans for sustainable prison infrastructure rehabilitation, including costing estimates and feasibility studies.
- Assist in the development of project proposals for infrastructure rehabilitation projects (including Quick Impact Projects) and in conducting outreach to potential donors.
- Provide mentoring and facilitate effective knowledge transfer to national prison personnel on the design and implementation of infrastructure rehabilitation projects.
- Coordinate prison rehabilitation projects with relevant government officials and other international and national stakeholders, including other mission components, United Nations Agencies, Funds and Programmes and national and international non-governmental organizations (NGOs).
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

- Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national engineering training institutions, academia, appropriate ministries, and bilateral/multilateral donors concerned with strengthening corrections infrastructure.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors to support prison infrastructure rehabilitation initiatives;
- Maintain contact with the United Nations Peacebuilding Support Office on the development and implementation of projects financed by the Peacebuilding Fund.

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular
 with regard to prison infrastructure, knowledge of relevant international human rights
 standards, and capacity to adopt a strategic approach to the development of a prison system;
 commitment to implementing the goal of gender equality by ensuring the equal participation
 and full involvement of women and men in all aspects of peace operations. Knowledge in local
 construction techniques is desirable.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

<u>Education</u>: A university degree in structural engineering or architecture is required.

Experience: At least 5 years of progressively responsible work experience in designing

and/or implementing infrastructure rehabilitation programmes within prison systems. Management experience is highly desirable. Experience

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in policy development and strategic planning is a distinct advantage.

Language: Fluency in written and spoken English or French; knowledge of a

second United Nations official language is an advantage and sometimes a requirement. Fluency in the local language may be

essential.

Other Skills: Proficiency in the use of computers, driving license and ability to drive

a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be

repatriated if they fail to do so.



Terms of Reference August 2024

Title: Operational Prison Security Officer

Status: Expert on Mission (government-provided personnel)

Organizational Unit: United Nations Mission in the Republic of South Sudan (UNMISS)

Duty Station: Within the Mission area according to operational requirements **Report to:** Head of Corrections component, Rule of Law Advisory Section

Duration: 12 months (extendable)

Background

Security Council resolution 2459 (2019) extended the mandate of UNMISS until 15 March 2020 and, in paragraph 7.a.iv authorized UNMISS to use all necessary means to maintain public safety and security of and within the Mission protection of civilians (PoC) sites. For this purpose, since May 2014 UNMISS has been running holding facilities in Juba, Malakal and Bentiu. By December 2018, over 5,000 individuals suspected of having committed violations that constitute serious risk to the safety and security of UNMISS PoC sites have been admitted to the holding facilities, pending the review and resolution of their cases. The facilities are operated by the UNMISS Corrections component through a cadre of 78 corrections government-provided personnel (GPP). The holding facilities are managed and operated in line with the United Nations Interim Standard Operating Procedures on Detention in United Nations Peace Operations (Ref 2010.6 of 2011) and other mission-specific standard operating procedures, policies and guidance.

Functions and responsibilities

The operational prison security officers will be based at field locations within South Sudan where holding facilities operate within UNMISS PoC sites. Under the direction of the head of the Corrections component or his/her delegate, the officers will carry out operational security functions in accordance with international standards and established operating policies and procedures. The officers will deal directly with detainees during their service. Within limits of delegated authority, the operational prison security officers will be directly responsible for the following duties on a 24/7 rotational shift work basis.

- Conduct regular interior and exterior searches of the holding facility to ensure its safety and security (fence, buildings, windows, doors, grills and bars, health/hygiene hazards, fire hazards, check for presence of prohibited items).
- Conduct regular searches of detainees, their personal belongings and living spaces (regular pat down searches and exceptional strip searches, as authorized in line with standard operating procedures).
- Conduct counts of detainees as per the standard operating procedures and report numbers to the holding facility Commander for recording.
- Escort detainees to medical appointments, visits and other authorized locations.
- Undertake admission and release of detainees from the holding facilities.
- Implement regular foot patrol of the perimeter fence looking for any infrastructural and environmental abnormalities.
- Engage proactively with detainees to collect information on risks to the facility safety and security.
- Provide a security presence while detainees meet with visitors and other approved personnel.
- Provide inputs in the development of standard operating procedures, policy and guidance material.
- Participate in the drafting of contingency plans in collaboration with the holding facility Commander, other mission components and interested parties.
- Assist in the development of project proposals to strengthen the security integrity of the holding facilities.
- Coordinate operational security activities of the facility with UNPOL and other mission components.
- Maintain written record of daily activities at the holding facilities; submit written incident and other reports as requested by the head of the Corrections component.

 Perform other functions as requested by the head of the Corrections component and consistent with the mission mandate.

In addition to the duties above, operational prison security officers will be first responders to security incidents inside the UNMISS holding facilities (including but not limited to fights, protests, general disorder, riots, fires and assaults) and may be required to use minimal physical force necessary to maintain order, stop aggressive behaviour and protect life. The officers will adhere to the principles of humane treatment of detained persons, according to international standards, standard operating procedures and other operational guidance in the daily operational activities of the holding facilities.

Competencies

- Professionalism Demonstrated in-depth understanding of prison security issues, in particular with regard to
 operational security procedures. Knowledge of relevant international human rights standards. Knowledge of
 non-lethal use of force techniques and dynamic security. Capacity to conduct assessment of the prison security
 environment and to respond rapidly to potential threats. Commitment to implementing the goal of gender
 equality by ensuring the equal participation and full involvement of women and men in all aspects of peace
 operations.
- **Teamwork** Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanour; values the contributions of others.
- Accountability Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications

Education:

High school diploma/certificate. University degree is an asset.

Experience:

At least 5 years of work experience within civilian prison on operational security issues. Current or recent (within the last two years) experience working on prison security issues at an operational level required. Experience as member of an emergency response team

within a prison is highly desirable.

Language:

Fluency in written and spoken English. Knowledge of Arabic is desirable.

Other Skills:

Strong physical condition and ability to work long shifts, including night shifts, in less than optimal working environments. <u>Good physical condition is a requirement</u>; officers who do not possess the appropriate physical condition for service may be repatriated. Driving license and ability to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and may be repatriated if they fail to

do so. Officers must be computer literate.

The "Standard Operating Procedures for Government Provided Corrections Personnel on Assignment with United Nations Peacekeeping Operations and Special Political Missions", dated 15 April 2014, reference 2014.07, is applicable to government-provided corrections personnel.

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.



Title: Prison Psychiatrist / Prison Psychologist

Status: Expert on Mission

Duty Station: Multiple duty stations (United Nations peace operations and other settings)

Report to: Corrections Component within the assigned duty station

Duration: 12 months with the possibility of extension

Accountability:

Based at mission headquarters or in field locations and/or co-located with national corrections personnel, the advisor will provide technical assistance and mentoring support to national counterparts in the provision of mental health care to inmates. Within the limits of delegated authority, the advisor will perform the following functions:

- Advising the management of national prison staff to reform and strengthen the corrections system, in particular on issues relating to providing mental health services for inmates in accordance with national, regional and international human rights standards.
- Assess mental health needs within the corrections system, in close collaboration with national stakeholders, the United Nations and external partners, to assist national stakeholders in developing programmes to establish mental health services.
- Encourage the systematic transfer of individuals with severe mental health needs from prisons to medical institutions in collaboration with the relevant national ministries.
- Provide mentoring support and enable effective knowledge transfer to national staff in the field of corrections mental health systems.
- Designing, developing and implementing training programmes for staff dedicated to the mental health of prisoners.
- Coordinate prison mental health projects and resources with relevant government departments and other national and international stakeholders, including other components of the mission, United Nations agencies, funds and programmes, including in particular the International Committee of the Red Cross (ICRC), the World Health Organization (WHO) and other nongovernmental organisations (NGOs).
- Support the development of project proposals to improve mental health in prisons (particularly quick-impact projects) and soliciting potential donors.
- Carrying out other duties as required by the head of component of the assignment and in line with the mission mandate.

Partnerships:

• Establish and maintain contacts and effective relations with relevant government officials, national corrections counterparts, national training institutions, academia, relevant ministries, and bilateral/multilateral donors relevant to the mental health of prisoners to facilitate the transfer of individuals with severe mental illnesses from prisons to medical institutions and to establish a system of mental health care within the prison environment.

Consult and collaborate regularly with other components of the assigned mission, United Nations
agencies, funds and programmes, and other international organisations such as the ICRC,
international and national NGOs, bilateral/multilateral donors to support mental health care initiatives
in prisons.

Competencies:

- **Professionalism** Demonstrated in-depth understanding of prison system issues, particularly in relation to mental health in prisons; knowledge of relevant human rights standards in the prison environment; ability to take a strategic approach to the development of a prison system; commitment to introducing gender equality as a goal by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify client needs and develop appropriate solutions; ability to establish and maintain productive partnerships with a wide range of partners; ability to effectively transfer knowledge to clients with diverse educational and cultural backgrounds.
- **Planning and Organizing** Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on various issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

<u>Education</u>: A degree in psychology, psychiatry or a related field is required.

Experience: At least 5 years of progressively responsible work experience within prison

systems in the field of mental health is required. Experience in mentoring is

desirable.

Language: Within English-speaking missions, fluency in written and spoken English is

required. Within French-speaking missions, fluency in written and spoken French is required. Knowledge of a second United Nations official language is

desirable. Fluency in the local language is desirable.

Other Skills: Proficiency in the use of computers, driving license and ability to drive a 4x4

manual/shift vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated

if they fail to do so.



Title:

Corrections Training Adviser

Status:

Expert on Mission

Duty Station: Multiple of

Multiple duty station (United Nations peace operations)

Report to:

Head of Corrections Component

Duration:

12 months with the possibility of extension

Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on developing and implementing professional development programmes. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about reforming and strengthening the corrections system, in particular on issues related to the professional development and professionalization of national prison staff.
- In close collaboration with national United Nations and external international partners, conduct a training needs assessment and assist national stakeholders in the development of a national training and professional development strategy as part of a wider prison reform strategy.
- Assist in the strengthening and/or establishment of national training institutions—for the professionalization of prison staff.
- Design, develop, implement and evaluate training programmes (formal and on the job training) for all levels of national staff including recruits, supervisory and management staff, uniformed and non-uniformed staff and administrative personnel.
- Develop and strengthen national staff capacity to design, develop, deliver and evaluate training programmes by providing mentoring support and facilitating effective knowledge transfer.
- Coordinate training projects with relevant government officials and other international and national stakeholders, including other mission components, United Nations agencies, funds and programmes and national and international non-governmental organizations (NGOs).
- Assist in the development of project proposals for professionalizing the national prison service and in conducting outreach to potential donors.
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

- Establish and maintain contacts and effective relations with relevant government officials, national
 prison professionals, national training institutions, academia, appropriate ministries, and
 bilateral/multilateral donors concerned with professional development and professionalization of
 national prison staff.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors to support professional development and professionalization of national prison staff

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular
 with regard to the professional development of prison personnel; knowledge of relevant
 international human rights standards; capacity to adopt a strategic approach to the development of
 a prison system; commitment to implementing the goal of gender equality by ensuring the equal
 participation and full involvement of women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in education/professional development, criminal justice,

social sciences, management or related field is desirable.

Experience: At least 5 years of progressively responsible work experience within prison

systems, preferably including prison headquarters experience. This must include at least 2 years of developing and/or implementing training programmes. Management experience and experience in policy development

and strategic planning is an advantage.

<u>Language</u>: Fluency in written and spoken English or French is required.

Other Skills: Proficiency in the use of computers, driving license and ability to drive a 4x4

vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated if they fail to

do so.



Title:

Corrections Health/Medical Adviser

Status:

Expert on Mission

Duty Station:

Multiple duty station (United Nations peace operations)

Report to:

Head of Corrections Component

Duration:

12 months with the possibility of extension

Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on ensuring medical and health care for prisoners. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about reforming and strengthening the
 corrections system, in particular on issues related to ensuring adequate medical and health services to
 prisoners in compliance with international human rights standards as well as standards on preventing
 HIV/AIDS and contagious diseases in prisons.
- In close collaboration with national stakeholders, United Nations and external international partners, conduct needs assessments (including an assessment of the capacity of existing health personnel in prisons) and assist national stakeholders in the development and implementation of plans for establishing sustainable medical and health services within the national prison system.
- Provide mentoring support and facilitate effective knowledge transfer to national prison personnel on the provision of adequate medical and health care in prisons.
- Design, develop and implement training programmes for staff designated to provide medical and health care in prisons.
- Coordinate projects and resources related to medical and health care in prisons with relevant government
 officials and other international and national stakeholders, including other mission components and
 United Nations agencies, funds and programmes, in particular the International Committee of the Red
 Cross (ICRC), the World Health Organization (WHO) and national and international non-governmental
 organizations (NGOs).
- Assist in the development of project proposals for improving medical and health care in prisons (including Quick Impact Projects) and in conducting outreach to potential donors.
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

Partnerships:

- Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national training institutions, academia, appropriate ministries, and bilateral/multilateral donors engaged in strengthening health and medical care in prisons.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, other international organizations, international and national NGOs and bilateral/multilateral donors to support prison health initiatives.

Competencies:

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular with regard to medical and health services in prisons; knowledge of relevant international human rights standards; capacity to adopt a strategic approach to the development of a prison system; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in medicine (bachelor of medicine), preferably with a

specialization in public health, tropical medicine or related field, is desirable.

Experience: At least 5 years of progressively responsible work experience as practicing physician,

preferably in a prison setting, is required. At least 5 years of progressively responsible work experience in designing and/or implementing medical and health care programmes, preferably within prison systems. Management experience and experience in mentoring and advising is an advantage. Work experience in the field of infectious/communicable and/or tropical medicine is an asset. Experience in policy

development and strategic planning is a distinct advantage.

Language: Fluency in written and spoken English or French; knowledge of a second United

Nations official language is an advantage and sometimes a requirement. Fluency in

the local language may be essential.

Other Skills: Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle

are required. All officers are required to pass a United Nations driving test at the

beginning of their deployment and will be repatriated if they fail to do so.



Title:

Corrections Mentor (Strategic Prison Security and Treatment of Prisoners)

Status:

Expert on Mission

Duty Station: Multiple duty station (United Nations peace operations)

Report to:

Head of Corrections Component

Duration:

12 months with the possibility of extension

Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on the treatment of prisoners according to international standards, prison security and applying standard operating procedures. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about reform and strengthening of the corrections system, in particular on all issues related to prison security and operational practices;
- Conduct needs assessments in terms of strategic prison security and assist national stakeholders in the development of a prison security framework, including standard operating procedures and other policy and guidance material, strategies for the management of high risk groups and incident management;
- Assist in monitoring human rights in prisons and in conducting regular assessments of prisons against United Nations and other international standards;
- Provide mentoring support and facilitate effective knowledge transfer to national prison personnel at all
 levels with regard to the implementation of the national prison security framework, including standard
 operating procedures and other operational guidance in the daily work in prisons as well as a human rights
 approach to prison management, the treatment of prisoners according to international standards, complaints
 and accountability mechanisms and other operational aspects of prison management;
- Support the development and implementation of staff security training initiatives;
- Assist in the development of project proposals to strengthen the national prison security framework (including Quick Impact Projects) and in conducting outreach to potential donors. Provide advice and guidance to national prison personnel about reform and strengthening of the corrections system, in particular on all issues related to operational practices;
- Provide mentoring support and facilitate effective knowledge transfer to national prison personnel at all
 levels with regard to a human rights approach to prison management, the treatment of prisoners according
 to international standards, implementing standard operating procedures and other operational guidance in
 the daily work in prisons, security arrangements, complaints and accountability mechanisms and other
 operational aspects of prison management;
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

- Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national training institutions, academia, appropriate ministries, and bilateral/multilateral donors concerned with strengthening prison security and improving the wellbeing of prisoners.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors.

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular with regard
 to prison security and operational procedures; knowledge of relevant international human rights standards;
 capacity to adopt a strategic approach to the development of a prison system; commitment to implementing
 the goal of gender equality by ensuring the equal participation and full involvement of women and men in
 all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in criminal justice, social sciences, management or a related field

is desirable.

Experience: At least 5 years of progressively responsible work experience within prison systems.

This must include at least 2 years of experience in developing policies or strategies related to prison security. Management experience is desirable. Experience in policy

development and strategic planning is a distinct advantage.

Language: Fluency in written and spoken English or French is required.

Other Skills: Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle

are required. All officers are required to pass a United Nations driving test at the

beginning of their deployment and will be repatriated if they fail to do so.



Position:

Corrections Strategic Planning/Policy Development Advisor

Status:

Mission Expert

Location:

United Nations Multidimensional Integrated Stabilization Mission in Central Africa

(MINUSCA)

Reports to:

Penitentiary component management within the assignment mission

Duration:

12 months with possibility of extension

Mission:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national counterparts on designing and implementing national prison development plans and developing and implementing a framework of operational guidance, including standard operating procedures and standing orders. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance on conducting a baseline assessment, continuous monitoring and regular
 assessments of the prison sector with a view to identifying needs to inform a national development plan as
 well as tracking progress over time.
- Provide advice on the safe, secure and humane management of prisons.
- Provide advice and guidance to national senior prison personnel on the development and implementation
 of a national corrections plan to reform and strengthen the corrections system; such plans may cover
 infrastructure rehabilitation, budget management, human resource management (including performance
 management, staff development, vetting, appointing, promotion and accountability mechanisms),
 adequate detention conditions in accordance with international standards, reduction of overcrowding and
 other critical issues pertaining to corrections reform.
- Provide advice and guidance to national senior prison personnel in reviewing the legal and policy framework for the corrections sector and on the development of legislation relevant to the prison sector, standard operating procedures, standing orders and other operational guidance.
- Assist in the coordination of national and international stakeholders involved in prison reform.
- Provide mentoring support and effective knowledge transfer to national planning staff.
- Advise the Head of the corrections component on possible areas for intervention and assist in designing programmatic activities, in line with nationally identified priorities.
- Mentor and advise national prison personnel on the development of project proposals for strengthening the prison sector and on conducting outreach to potential donors.
- Coordinate programmatic activities of the mission corrections component with relevant government
 officials and other international and national stakeholders, including other mission components, United
 Nations agencies, funds and programmes and national and international non-governmental organizations
 (NGOs).
- Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national training institutions, academia, appropriate ministries, and bilateral/multilateral donors concerned with strategic planning for the corrections sector.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, international and national NGOs, bilateral/multilateral donors to support prison strategic planning.
- Perform other functions as appropriately requested by the Head of the corrections component and consistent with the mission mandate.

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular with
 regard to developing the necessary legal and policy framework, undertaking prison assessments and
 designing and implementing plans to strengthen the corrections sector; knowledge of relevant
 international human rights standards; capacity to adopt a strategic approach to the development of a
 prison system; commitment to implementing the goal of gender equality by ensuring the equal
 participation and full involvement of women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in business administration, criminal justice, social sciences,

management or related field is required. An advanced university degree is an advantage. Significant relevant experience may be accepted in lieu of a university

degree.

Experience: At least 10 years of progressively responsible experience within prison systems. This

must include at least 2 years' experience as a prison warden and/or in the field of strategic planning and/or in the development of general policies and operational standards within the prison administration headquarters. Significant management

experience is an asset.

Languages: Fluency in written and spoken French is required. Knowledge of English or any other

official language of the United Nations is an advantage.

Other requirements: Proficiency in the use of computers, driving license and ability to drive a 4x4 vehicle

are required. All officers are required to pass a United Nations driving test at the

beginning of their deployment and will be repatriated if they fail to do so.

In accordance with the policy on human rights background checks for United Nations personnel, all persons wishing to serve with the United Nations are requested to make their own certification that they have not committed any crime and are not involved in any violation of human rights or international humanitarian law. The exact wording of this certification is contained in paragraph 5.2 of the above-mentioned texts. The final decision to select an individual to serve with the United Nations will also be subject to a human rights background check.



Title:

Prison Registry Advisor

Status:

Expert on Mission

Duty Station:

Multiple duty station (United Nations peace operations)

Report to:

Head of Corrections Component

Duration:

12 months with the possibility of extension

Accountability:

Based at mission Headquarters or in field locations and/or co-located with national corrections personnel, the officer will provide technical advice and mentoring support to national corrections personnel on maintaining registration books in a correctional facility. Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to national prison personnel about the reform and strengthening of the
 corrections system in line with national, regional and international human rights standards, in particular
 on issues related to accurate and up-to-date prison registries.
- In close collaboration with national stakeholders, United Nations and external international partners, conduct needs assessments to inform programmes to strengthen the maintenance of prison registries.
- Advise national counterparts on options to recover information missing in existing prison registries.
- In close collaboration with the mission corrections training advisors, develop and implement training programmes for staff dedicated to work in prison registries.
- Provide mentoring support and facilitate effective knowledge transfer to national prison personnel on the maintenance of prison registries in compliance with regional and international standards.
- Coordinate projects and resources related to strengthening the maintenance of prison registries with relevant government officials and other national and international stakeholders, including other mission components, United Nations agencies, funds and programmes, and national and international nongovernmental organisations (NGOs).
- Assist national counterparts in the development of project proposals (including for quick impact projects) for improving prison registries and in resource mobilisation.
- Regularly report to the head of component on prolonged pre-trial or other arbitrary detention.
- Perform other functions as appropriately requested by the head of component and consistent with the mission mandate.

- Establish and maintain contacts and effective relations with relevant government officials, national prison professionals, national training institutions, academia, appropriate ministries, and bilateral/multilateral donors concerned with prison registry issues.
- Regularly consult and collaborate with other mission components, United Nations agencies, funds and programmes, other international organizations, national and international NGOs and bilateral/multilateral donors to strengthen the maintenance of prison registries.

- Professionalism Demonstrated in-depth understanding of prison system issues, in particular with
 regard to prison registries; knowledge of relevant regional and international human rights standards;
 capacity to adopt a strategic approach to the development of a prison system; commitment to
 implementing the goal of gender equality by ensuring the equal participation and full involvement of
 women and men in all aspects of peace operations.
- Client Orientation Ability to work effectively with a wide range of national and international entities and partners to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with wide range of partners; ability to effectively transfer knowledge to clients with a distinct educational and cultural background.
- Planning and Organizing Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision.
- Communication Proven and sustained communication (verbal and written) skills, including ability to prepare comprehensive reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying necessary information, making and defending recommendations; well-developed negotiation and consultation skills.

Qualifications:

Education: A university degree in administration, criminal justice, social sciences, management

or related field is desirable.

Experience: At least 5 years of progressively responsible work experience in the corrections

sector, including at least two years working on the maintenance of prison registries, is required. Significant management experience and mentoring experience are also highly desirable. Experience in policy development and strategic planning is a distinct advantage. International experience in development work is desirable. Prior experience within the United Nations system or in another international organization

s an asset.

Language: Fluency in written and spoken English or French is required. Knowledge of a second

United Nations official language is an advantage and sometimes a requirement.

Fluency in the local language may be essential.

Other Skills: Proficiency in the use of computers, possessing a valid driving license and the ability

to drive a 4x4 vehicle are required. All officers are required to pass a United Nations driving test at the beginning of their deployment and will be repatriated if they fail to

do so.