

United



Nations

*Job Description for Positions Requiring Official Secondment
from the national governments of Member States of the United Nations Organization*

Post title and level:	UNPOL Database Officer (non-contracted)
Organizational Unit:	United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO)
Duty Station:	Throughout the Mission, according to operational requirements
Reporting to:	Chief Human Resources Management Unit
Duration:	12 months (extendible)
Deadline for applications:	20 October 2025

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

RESPONSIBILITIES:

Under the supervision of the Chief of Human Resources Management Unit, the incumbent of this position is responsible for assisting the Chief in his tasks:

- Ensure the database related to the profile and skills of each UNPOL arriving in the mission is updated and used for human resources management.
- Update OMA-FSS.
- Update the database features as necessary.
- Generate and compile regular reports and statistics.
- Identify the profiles of different UNPOL personnel to respond to them according to an action plan.
- Collect and ensure the processing of data collected.
- Maintain a log of all activities and personnel involved in the mission.
- Define and implement the documentation backup and maintenance procedures.
- Define the terms of access to documentation and its use.
- Monitor, prepare, and distribute the UNPOL workforce daily.
- Monitor the situation regarding UNPOL departures and arrivals.
- Prepare the documents and review them.
- Electronically authorize and approve CMR/e-MOP/e-Billing.
- Establish and execute procedures for filing and storing documents.
- Carry out all other tasks as directed by the hierarchy.

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 complex problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates sound judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates an 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 and is willing to learn from them. Place the team agenda before the personal agenda. Supports and acts in accordance with the final group decision, even when such decisions may not entirely reflect one's own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

QUALIFICATIONS:

Education: Secondary education with a combination of academic qualifications relevant to the field of application laws and community safety issues; holds a degree in Police or Gendarmerie officer.

Languages: The official language of the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) is French. For this position, fluency in French (oral and written) is required. Additional knowledge of English is an advantage.

Experience: A minimum of 5 years of experience at the national or international level is required in database design and management, information technology, Human Resources management, and expertise in police procedures and matters relating to the management of a Police Organization.

Experience in UN missions and knowledge of the policies and procedures of the United Nations would be an advantage.

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 from a Member State, who usually have their in-mission AMS. Failure to pass the in-mission assessment will result in the candidate's repatriation. All repatriation-related expenses in this case are to be borne by the Member State.

Preference will be given to equally qualified women candidates.

Date of Issuance: 19 September 2025

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

In accordance with the UN 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 s/he have not committed any serious criminal offences 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 Policy mentioned above. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.