



ARMED POLICE FORCE, NEPAL

MESSAGE FORM



APFC(HQ)

SERIAL NO:- 6535

FROM:-	स.प्र.बल, नेपाल प्र.का.मानवश्रोत विभाग (यू.एन.मिशन शाखा)।	DTO:- 099226
TO:-	स.प्र.बल, नेपाल प्र.का. विभागहरु सबै, महाशाखाहरु सबै, राष्ट्रिय सशस्त्र प्रहरी बल प्रशिक्षण प्रतिष्ठान, बाहिनी मुख्यालयहरु सबै।	IN/OUT:-
INFO:-	स.प्र.बल, नेपाल प्र.का.,स.प्र.म.नि.को सचिवालय, सूचना तथा संचार प्रविधि शाखा (कम्प्युटर)।	GROUP COUNT:-

१. UNHQ New-York बाट United Nations Mission in the Central African Republic (MINUSCA) मा **Human Resources Officer, P-3** पदको लागि माग भई आएको हुँदा मापदण्ड पुग्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरुले Updated UN P-11 र Employment & Academic Certification (EAC) Form मिति २०८२/०३/०६ गते कार्यालय समय भित्र यस शाखाको E-mail:-apfp11bank@gmail.com मा प्राप्त हुने गरी पठाउनुका साथै संचारबाट समेत अनिवार्य जानकारी दिनु हुन अनुरोध (०)

२. क्राईटेरिया :

- क) कारवाही अवधी तथा कारवाही प्रकृत्यामा नरहेको (०)
- ख) फ्रेन्च भाषामा उच्च दखल भएको (०)
- ग) स.प्र.ना.उ./स.प्र.उ. दर्जाका अधिकृतहरु (०)
- घ) अन्य क्राईटेरियाको हकमा माग भई आएको पदका लागि उल्लेख भएको क्राईटेरिया पुरा भएको हुनुपर्ने (०)

३. रा.स.प्र.बल प्र.प्र.ले शिक्षालयहरुबाट र बाहिनीहरुले आफ्नो मातहतका सबै कार्यालयहरुबाट तोकिएको समयमा अनिवार्य रूपमा आवश्यक फर्महरु संलग्न राखी एकमुष्ट संकलन गरी खुलाई पठाउनु हुन अनुरोध (०)

४. साथै, उपरोक्त अनुसारको क्राईटेरिया भित्र पर्ने ईच्छुक सशस्त्र प्रहरी अधिकृतहरुको विवरण खुलाई पठाउनु हुन स.प्र.बल, नेपाल प्र.का. स.प्र.म.नि.को सचिवालयलाई यसै संचारको बोधार्थद्वारा 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. सूचना तथा संचार प्रविधि शाखा (कम्प्युटर) लाई यसै संचारको बोधार्थद्वारा अनुरोध साथै ईच्छुक स.प्र.क.हरुले उक्त Website बाट प्राप्त गर्न हुन अनुरोध (०)

मिति:- २०८२/०३/०६...गते।

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

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*

Post title and level	Human Resources Officer P-3 (seconded, contracted)
Organizational Unit	United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA)
Duty Station	Bangui
Reporting to	Strategic Policy and Planning Officer
Duration	12 months (extendible)
Deadline for applications	11 September 2025
Job Opening number	2025-MINUSCA- 31020983-DPO

United Nations Core Values: Inclusion, Integrity, Humility and Humanity

RESPONSIBILITIES: The Human Resources Officer at this level undertakes responsibilities in human resources management including but not limited to advising and applying the Organization's staff rules and regulations, as well as internal procedures and processes related to human resources planning and management, review of the staffing aspects of the budget, conditions of service, administration and entitlements and benefits, recruitment and selection, performance management and staff development and administration of justice. Under the guidance and supervision of the Police Commissioner, the incumbent will be responsible to assist and advise National Police and Gendarmerie on the following:

General

- Develop and implement new human resources policies, practices and procedures to meet the evolving needs of the Organization.
- Monitor and ensure the implementation of human resources policies, practices and procedures.
- Keep the leadership abreast of developments in various areas of human resources.
- Prepare reports and participate and/or leads special human resources project.
- Plan, organize, manage and supervise the work of the Unit/Section assigned.

Recruitment and placement

- Project and monitor vacant posts of assigned level/group and ensures adherence to policies and procedures in filling these posts.
- Recommend guidelines on promotion and placement of staff.
- Oversee preparation of recruitment, testing and selection and background/vetting processes, as well as internal transfers, assignments and deployments.
- Review recommendation on the selection of candidates provided by client offices.
- Prepare the job offers and coordination with training academies for induction of candidates.
- Participate in task forces and working groups identifying issues/problems, formulating policies and guidelines, and establishing new procedures.
- Advise the MINUSCA Police Strategic and Policy Advisor and the MINUSCA Head of Police Component on matters pertinent to discussions with senior government officials on recruitment and other human resources matters.

Administration of entitlements

- Develop, modify and implement entitlements policies and practices.
- Analyze the level of remuneration for consultants and issue appropriate recommendations.
- Interpret and apply policies, regulations and rules in the area of entitlements.

Staff development and career support

- Identify and analyze staff development and career support needs and designs programs to meet identified needs. Prepares monitoring reports on staff development and career-support programs.
- Analyze staff development and career support plans to ensure that they are consistent with the overall organizations goals, policies on staff development and career support, and the respective mandates.
- Evaluate effectiveness and impact of staff development and career support programs and recommends ways to enhance effectiveness and impact.
- Develop performance management system. Assists supervisors and staff with understanding and using the performance appraisal system (PAS).
- In consultation with the training coordinator, assess training needs, identifies, designs and delivers training programs to staff at all levels throughout the CAR police and gendarmerie.
- In consultation with the training coordinator, formulate examination policies, and develops and prepares examination questions and papers.

Other duties

- Advice on gender mainstreaming, respect of rights, responsibilities, code of conduct and difficulties associated with work and entitlements.
- Advice on staff welfare and identifies/proposes appropriate programs and remedial action.
- Provide guidance to program officers on policies and procedures.
- Conducts research in preparing policy papers, position papers and briefing notes on issues related to qualification examinations and tests.
- Perform and other duties as may be required through the chain of command within the framework of mandate implementation.

COMPETENCIES:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or another 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 human resources management, business or public administration, social sciences, education or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Graduation from a certified police academy or other law enforcement training institution is required.

Experience: A minimum of 5 years (7 years in absence of first level university degree) of progressively responsible experience in human resources management, administration, staff development and career support programs, entitlements, performance management or a related area. Peacekeeping or other international experience in the UN or other organizations is an advantage.

Language: Fluency in French, (both oral and written) is required; knowledge of English is desirable.

Preference will be given to equally qualified women candidates.

Date of Issuance: 13 June 2025

Special Notice :

Circulation of this Job Opening is limited to the Member States of the United Nations. Only police personnel who are currently employed in their national police service and who have received authorization from their respective national authority to apply for this Job Opening, will be considered.

Please note that during their secondment to the United Nations, police personnel are not eligible for reassignment or transfer to any other seconded position in peace operations or the UN Secretariat.

Active-duty seconded personnel may serve under a UN staff contract for a period of up to three years (cumulative), which, in exceptional cases, can be extended for a fourth and final year subject to operational needs and satisfactory performance. This service limit includes periods of any prior services with the United Nations as an active-duty seconded officer under a UN staff contract.

Candidates who have previously served as active-duty seconded personnel may reapply after a break in service of at least one year from their last secondment under a UN staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN staff contract will not be considered.

Candidates must meet all the requirements of the Job Opening at the time of nomination in order to be considered for the position.

Nominations of women candidates are strongly encouraged.