

**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 peace operations and subject to the approval of United Nations General Assembly and renewal of the MONUSCOS' mandate.*

<b>Post title and level:</b>	<b>Special Assistant to the Police Commissioner (non-contracted)</b>
<b>Organizational Unit:</b>	<b>United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO)</b>
<b>Duty Station:</b>	<b>Throughout the Mission, according to operational requirements</b>
<b>Reporting to:</b>	<b>The Head of Police Component</b>
<b>Duration:</b>	<b>12 months (extendible)</b>
<b>Deadline for applications:</b>	<b>20 October 2025</b>

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

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**RESPONSIBILITIES:**

Under the supervision and authority of the MONUSCO Police Component Chief, the special assistant to the MONUSCO Police Commissioner is responsible for:

- Provide all the necessary support for the proper conduct of the activities assigned to the Police Component by the Security Council Mandate, the UNHQ hierarchy, or the Mission.
- Follow up on concrete activities and tasks assigned by the Component Chief.
- Contribute to the development of directives, policies, and strategic planning of the MONUSCO Police Component.
- Write the codes cable, facsimiles, letters initiated by UNPOL, as well as responses to correspondence received.
- Gather information and draft the regular and special reports of the Commissioner, contribute to the drafting of reports to the Secretary General on MONUSCO regarding the Police Component, in collaboration with the interested services of UNPOL and other components of MONUSCO.
- Assist the Commissioner in meetings, tele- and videoconferences, notably by compiling briefing notes, discussion points, presentations, preparing meeting minutes, and drafting reports/notes to senior mission leadership and other UN officials.
- Coordinate official visits of delegations and working groups to the DRC involving the police component of MONUSCO.
- Accompany the Commissioner in his movements within the mission area and in his other field visits.

- Assist the Commissioner in his liaison with other components, divisions, and services of MONUSCO, as well as the Police Division of the DPO, and other partners
- Participate in and contribute to the drafting of the Commissioner's directives, policies, guidelines, standing operational procedures (SOPs), etc.
- Contribute to the drafting and monitoring of the MONUSCO Police Component's strategic and operational plans, results-based budgeting (RBB) frameworks, and other MONUSCO strategic planning documents concerning the police component.
- Observe strict confidentiality in matters relating to information obtained in the performance of his duties.
- Ensure the management and monitoring of the fulfilment of the tasks assigned by the MONUSCO Police Commissioner.
- Perform any other duties assigned by the Commissioner.

## **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.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages, and responds appropriately; asks questions to clarify and exhibits interest in two-way communication; tailors' language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Client orientation:** Considers all those to whom services are provided as "clients" and aims to see things from their perspective; builds and maintains effective partnerships by earning their trust and respect; identifies clients' needs and aligns them with suitable solutions; monitors changes inside and outside the clients' environment to stay informed and anticipate issues; keeps clients updated on progress or setbacks in projects; and meets deadlines for delivering products or services to clients.

## **QUALIFICATIONS:**

**Education:** A university degree (master's level or equivalent) in criminal justice, law, police, or related discipline. An undergraduate university degree or an advanced academic qualification with a

university qualification and proven professional experience in law enforcement and peacekeeping will be accepted. A qualification from an accredited police academy or similar training institution is also required.

**Experience:** Must have a minimum of five years of professional experience, at increasingly senior levels, in the active services of the national police or gendarmerie, at least at the rank of officer (lieutenant or higher), with a specialization in international affairs, development, security diplomacy, police planning and administration, legal or related field is required.

**Experience in a peacekeeping** operation at the United Nations Headquarters or another similar international organization is desirable.

**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 both English and French (spoken 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 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.

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**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.***