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POSTAL ADDRESS - ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017

TELEGRAPHIC ADDRESS - ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

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The Secretariat of the United Nations presents its compliments to Permanent Missions of Member States to the United Nations and has the honour to invite their Governments to nominate corrections/prison experts for service with the United Nations Mission in South Sudan (UNMISS) as government-provided personnel.

The Secretariat wishes to invite the Member States to submit completed official United Nations Personal History Profile forms for government-provided corrections personnel in respect of their nominated candidates, and to certify that the nominees meet the minimum requirements as set forth in the attached terms of reference. Candidates who are ultimately selected will be expected to serve for a period of 12 months from the time of their deployment, with the possibility of an extension.

The nomination of women candidates is strongly encouraged. Member States are expected to nominate at least 30% women officers for service. In line with the 2018 DPO Uniformed Personnel Gender Parity Strategy, equally qualified women will be given priority consideration for selection. Nominations comprised of men only may not be accepted.

The Secretariat requests Permanent Missions to forward their nominations by e-mail to Astrid Leao (astrid.leao@un.org) with copy to kovar@un.org and jcs-secondment@un.org by 1 May 2019, referring to this note verbale and indicating for which job description the candidates are nominated. The Secretariat will also accept nominations after this deadline, on a rolling basis. As nominated personnel may also be considered for service with other United Nations peace operations with similar requirements, the Secretariat would be grateful if the nominating government would indicate in the submission whether it agrees to the candidates being considered for service in other United Nations peace operations.

The Secretariat wishes to outline that it is the responsibility of the nominating government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating government is requested to provide information regarding the investigation(s) or prosecution(s) concerned. The nominating government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have committed or been involved, by act or omission, in the commission of any acts that may amount to violations of international

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human rights law or international humanitarian law.

The Secretariat recalls that the responsibilities of personnel who are engaged to serve in United Nations peace operations are exclusively international in character. Such personnel are to perform their functions under the authority of, and in full compliance with, the instructions of the Secretary-General of the United Nations and persons acting on his behalf and are required not to seek or accept instructions in regard to the performance of their duties from any government or from any other authority external to the United Nations. While serving with the United Nations, such personnel will enjoy the legal status of "experts on mission" in accordance with Article VI of the 1946 Convention on the Privileges and Immunities of the United Nations.

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, shall be applicable to government-provided corrections personnel. The Secretariat recalls that it is the nominating government's responsibility to make copies of this document available to government-provided corrections personnel prior to their deployment.

The Secretariat further recalls that any government-provided personnel may be repatriated in line with the aforementioned Standard Operating Procedures. In the case of repatriation due to disciplinary grounds, for failing to meet or dishonesty in regards to meeting minimum requirements for service in the Mission, for personal reasons upon request of the individual, or upon request of the contributing Member State, the contributing Member State will be responsible for all travel-related expenses.

The Justice and Corrections Service, Office of Rule of Law and Security Institutions, Department of Peace Operations, is the designated focal point for all issues related to the selection, recruitment, deployment, rotation, transfer and repatriation of those personnel.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of Member States to the United Nations the assurances of its highest consideration.



Annexes enclosed

  
**United Nations**  
**Terms of Reference**  
**March 2019**

**Title:** Operational Prison Security Officer (Ref: 19C-SS-01), 10 posts  
**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)  
**Start date:** As soon as possible

### **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

<u>Education:</u>	High school diploma/certificate. University degree is an asset.
<u>Experience:</u>	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.
<u>Language:</u>	Fluency in written and spoken English. Knowledge of Arabic is desirable.
<u>Other Skills:</u>	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.