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12129636313
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CUST REF: D1200

TOTAL NUMBER OF PAGES (INCLUDING THIS PAGE): 6

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2019 APR -4 REFERENCE 2019 DPO/OROLSI/2019/0058

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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 officers with expertise in prison security and treatment of detainees, including women and children, for service with the United Nations Interim Security Force for Abyei (UNISFA) as government-provided personnel. Kindly note that professional training on policing and corrections/prison management is required.

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

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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 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.




United Nations
Job Description

March 2019

Title: Corrections Mentor (Prison Security and Treatment of Detainees, including women and children); Ref: 19C-SD-01, 4 posts
Status: Expert on Mission
Organizational Unit:
Duty Station: UNISFA (United Nations peace operations)
Report to: UNISFA Senior Police Advisor
Duration: 12 months (extendable)

Background: (mandate)

In its resolution S/RES/2416 (2018), the Security Council welcomed “UNISFA’s continued efforts, within existing capabilities and resources, and in close coordination with the Misseriya and Ngok Dinka communities, to strengthen the capacities of Community Protection Committees in order to assist with management of law and order processes in Abyei, while ensuring the humane and dignified treatment of suspects and other detainees” as well as to continue engaging with both the governments of Sudan and South Sudan on this issue.

In the absence of national law enforcement, judicial and corrections authorities in Abyei, Community Protection Committees (CPCs), made up of volunteers from local communities, are performing basic crime prevention and law and order tasks. The CPCs receive complaints from the public, assist in dispute resolution, and arrest and detain suspects. Cases are then referred to local informal dispute resolution mechanisms or handed over to Sudanese / South Sudanese authorities as appropriate. There are three CPC-run detention facilities in Abyei; at Amiet, Agok and Abyei town, holding individuals convicted by local/customary courts as well as persons awaiting trial. The detainee population includes adult men and women as well as juvenile offenders and children accompanying their mothers. UNISFA is supporting the CPCs and customary authorities through capacity building support and through monitoring of the detention facilities with a view to strengthening a human rights-based approach to the management of the detention facilities. Any references to “prisons” in these ToR refer to informal detention facilities run by the Community Protection Committees.

Responsibilities:

Based at mission Headquarters or in field locations, and/or co-located with local communities, the officer will provide technical advice and mentoring support to the Community Protection Committees (CPC) and Amiet Common Market Joint Peace Committee (JPC) on prison security and the treatment of detainees, with particular focus on the treatment of women and children accompanying detained mothers, according to international human rights standards and applicable standard operating procedures.

Within limits of delegated authority, the officer will be responsible for the following duties:

- Provide advice and guidance to the CPCs/JPCs community volunteers regarding the reform and strengthening of the corrections system, in particular on all issues related to operational practices on women prisoners and children accompanying their mothers to prison.
- Provide mentoring support and facilitate effective knowledge transfer to the CPCs with regard to a human rights approach to prison management, the treatment of women prisoners and children accompanying mothers to prison according to international standards, implementing appropriate 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.
- Assist in monitoring human rights in prisons and in conducting regular assessments of prisons against United Nations and other international standards.

- Support the development and implementation of staff training initiatives if/when the Abyei Police Service is formed.
- Assist in the development of standard operating procedures and other relevant policy and guidance material in support of professionalizing the national authorities responsible for prisoner welfare in Abyei.
- Assist in the development of project proposals to strengthen and professionalize the national prison system (including Quick Impact Projects) and in conducting outreach to potential donors.
- Coordinate programmatic activities of the mission corrections component with relevant government officials in Sudan/South Sudan 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 UNISFA Police Advisor and consistent with the mission mandate.

Competencies:

- **Professionalism** — Demonstrated in-depth understanding of prison system issues, in particular with regard to operational procedures for management of women prisoners and children accompanying mothers to prison; 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. Ability to work with the community-based, volunteer CPCs/JPCs.
- **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: Professional training on policing and corrections/prison management is required. 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. Experience in managing women prisoners and children accompanying mothers to prison is 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 is an asset.
- Language: Fluency in written and spoken English is required. Knowledge of Arabic is desirable.
- 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.

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, are 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.