

United Nations Nations Unies

Job Title : Police Training Officer, P-4

Department / Office : Field Training Support Team

Duty station : NEW YORK

Posting period : 04/12/2025 - 04/03/2026

Job Opening Number : DPO/SEC25P/P-4/02

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

Organizational Setting and Reporting :

This post is located in the Department of Peace Operations (DPO), Policy, Evaluation and Training Division, Integrated Training Service (ITS). The Training Officer reports to the Chief of Integrated Training Service (ITS).

Responsibilities :

Under the overall supervision of the Chief of (ITS), the incumbent is responsible for:

COORDINATES CAPACITY BUILDING IN MEMBER STATES BY:

- a. Manages all training activities of the service for Member States, including planning and conducting the Roll Out of PK Training Materials through Training of Trainers course targeted at enhancing capacity of PK trainers from MS.
- b. Conduct training recognition, upon request from UN MS, to assess, evaluate, and recognize the conformity of specific pre-deployment training courses with relevant UN PK pre-deployment training standards.
- c. Deliver briefings on PK training, policies, and guidelines, and promote UN policies on PK training.
- d. Identifying MS who contribute a capacity to PK and who will benefit from the capacity building efforts.
- e. Undertaking negotiations with potential host nations for the project; and engaging with necessary offices in the Secretariat on the Exchange of Letters and other agreement processes with the host MS.
- f. Monitoring the progress of the project to identify lessons, potential facilitators to be placed on ITS instructor's pool and other best practices to support future projects.
- g. Coordinate the planning, implementation, evaluation, and reporting of PK training activities, including workshops, courses, and seminars conducted for UN PK operations and MS, both at mission headquarters and in MS.

COORDINATES ON BUDGET FOR TRAINING BY:

- a. Contributing to the preparation of the annual training unit budget, ensuring coordinated and accurate input from all teams.
- b. Compile analyse and clarify information for budget requests and inquiries, ensuring compliance with financial guidelines.
- c. Undertaking, in conjunction with appropriate teams within the ITS, negotiate with potential donors and funders to ensure availability of funds for the project.

d. In conjunction with a potential donor/funder or as necessary within ITS, securing funds availability for the capacity building project.

SUPERVISES UN AND INTERNATIONAL STAFF BY:

a. Engaging with Permanent Missions of identified MS to nominate participants for the capacity building project based on pre-determined criteria.

LEAD THE DEVELOPMENT OF PK TRAINING MATERIALS BY:

- a. Assembling a project working group comprising subject matter experts from MS and PCC, as well as experts from the Police Division and other UN entities.
- b. Planning and organising working group workshops to undertake the development/revision of the training materials.
- c. Planning and conducting in-person Pilot/Validation workshop to ensure training materials are deliverable and acceptable to MS and PCC, as well as ensuring high-quality and accurate content before requesting approval by the USG DPO.
- d. Undertaking necessary staff liaison and coordination efforts to obtain approval of the training materials.
- e. Collect, maintain, and analyse data on peacekeeping training activities, updating a database of worldwide training programs and MS contacts.
- f. Collaborate with stakeholders, including expert contributors, to ensure training materials are comprehensive and up to date; fulfill the needs of field missions; and in compliance with extant UN policies and guidelines.

CONDUCTS ADMINISTRATION BY:

a. Supervising the administrative aspects of the project including ensuring timely issuance of visa support letters, joining instructions and programme to course participants.

CONTRIBUTE TO OTHER ASPECTS OF PK TRAINING BY:

- a. Provide training-related advice to MS and PK Training Centers through meetings, briefings, and written communications.
- b. Coordinate and support multinational PK exercises, including scoping UN participation and developing logistical plans.
- c. Manage aspects of UN participation in PK exercises, including travel, financial support, and training activities, and collect after-action feedback.
- d. Collect, maintain, and analyse data on peacekeeping training activities, updating a database of worldwide training programs and MS contacts.
- e. Deploy to UN field missions and to UN MS for UN PK training and evaluation activities.
- f. Undertake these or similar duties within UN HQ, field missions including deployment to the missions for up to 90 days.

Competencies :

Professionalism: Proven research, analytical and evaluative skills. Ability to conduct independent research and analysis, identify issues, formulate concepts and options and make conclusions and recommendations. Ability to produce high quality work with limited supervision and in unfamiliar environments. Ability to provide sound peacekeeping training advice. Ability to manage and lead training teams in the field. Knowledge and understanding of police institutional development and police capacity enhancement is required as is knowledge of UN peacekeeping procedures. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interpret messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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.

Qualifications :

Education:

Advance university (master's degree or equivalent) preferably in police science, internation/development affairs, education, or related field such as training or social science is required. Graduation from a Police Academy or similar law enforcement training institution is required. Alternatively, a first-level university degree (bachelor's degree or equivalent) in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience :

A minimum of seven (7) years of progressively responsible experience in police profession is required as an active national police service with the rank of Superintendent or Lieutenant Colonel equivalent in other services. A minimum of four years of experience in design, development, and practical delivery of formal training sessions and programmes is required, preferably in a national or regional peacekeeping training centre. At least two years of service in a national police training institution is required. At least one year of experience in a UN peacekeeping mission is required, preferably as a trainer. Operational experience as a member of a peacekeeping/peace enforcement/peace support mission is required. Experience in command at the company level or equivalent unit is desirable. Qualifying years of experience are counted following graduation from the police academy or similar law enforcement institutions.

Languages :

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Fluency of a second official UN language, preferably French, is desirable.

Assessment Method :

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

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 position within the Department of Peace Operations (DPO) or other parts of the UN Secretariat. Active-duty seconded personnel may serve under a UN Secretariat 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 Secretariat 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 Secretariat staff contract, subject to the contract limitation as indicated above.

Nominations of currently serving active-duty seconded police personnel on a UN Secretariat 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 from women candidates are strongly encouraged.