

**NOMINATION PROCEDURES FOR POSITIONS IN THE UNITED NATIONS
HEADQUARTERS REQUIRING OFFICIAL SECONDMENT FROM THEIR
NATIONAL ARMED FORCES OF MEMBER STATES OF THE UNITED NATIONS
ORGANIZATION**

Outlined below are the procedures to be followed by Permanent Missions for the nomination of candidates to posts requiring secondment from Active Military Service, which are open for recruitment within the Department of Peace Operations (DPO) and Department of Operational Support (DOS). In the interest of promoting an orderly process and to avoid delays in the consideration of applications, Permanent Missions are respectfully requested to adhere closely to the following procedures:

1. The above-mentioned posts are reserved only for candidates nominated by Member States through their Permanent Mission to the United Nations; candidates applying independently will not be accepted. **It is requested that applications be submitted as soon as possible. No applications will be accepted after the deadline specified on each job opening.**
2. Applications for candidates must be presented in one single submission via a Note Verbale from the Permanent Mission. Each submission must contain a duly completed excel sheet form “2022 Phase 1 Recruitment Campaign - Application Sheet - List of Candidates by Permanent Missions”, listing the names of the nominated candidates for each job opening. In addition, for each nominated candidate, the following will be required to be included in the submission:
 - a) *United Nations Personal History Profile (PHP) Form (P.11) and, if applicable, Employment record (Supplementary Sheet)*, duly completed and signed by the nominated candidate.
 - b) *Military Employment and Academic Certification form* issued by the relevant military authority and containing details on the candidate’s military academic degree/courses and employment record.
 - c) *Employment Record - Supplementary Sheet* to be used for additional employment information.
3. In the event a candidate wishes to be recommended for several posts, he/she must list each post in Section 2, “Position/s to which you are applying”, of the Military Academic and Employment Certification form. The candidate needs to submit ONLY one PHP and one EAC even if they apply for several positions.
4. Candidates are discouraged from attaching to their application certificates of degree(s) obtained, medical forms, resumes or letters of recommendation(s).

5. The Office of Military Affairs will ONLY accept applications in an electronic format, the specifications are as follows:
 - a. Files should only be in PDF format
 - b. Each individual file must not exceed 8000 KB or 8 MB in size
 - c. Files should be labeled with first and last name of the candidate
 - d. Separate files for the EAC and PHP and labeled accordingly (Example of properly labeled file: *Jane Doe EAC / Jane Doe PHP*)
 - e. All names on the labeled files should match with the names on the corresponding excel file that is submitted

6. Permanent Missions should submit their nominations via emailed to omasecondmentrecruitment@un.org. Please note that electronic submissions must follow the correct procedure as per attached instructions. Incomplete submissions will not be accepted.

7. Upon receipt of the **emailed** submissions: The designated official from the Office of Military Affairs, will confirm receipt of the submission and the attachments via email.

8. **Missing documents submitted after the deadline date of the 2022 Phase 1 Recruitment Campaign will not be accepted.**

9. **Nominations submitted in paper or handwritten will not be accepted.**

10. **Nominations submitted using fax, mail or any other formats will not be accepted.**

11. **Nominations received after the deadline will not be accepted.**

12. **Nominations submitted using different forms from the ones provided will not be accepted.**

13. **Nominations of military officers who are currently on secondment to the UN will not be accepted.**

14. **Communications regarding this exercise will be through Permanent Missions only.**