No. 12/10/2023-FA(UN)
Government of India
Ministry of Personnel, Public grievances and Pension
Department of Personnel & Training
***

Kartavya Bhawan-3, New Delhi
Dated: the 27 August, 2026

To,

1. **Secretaries,**
All Ministries/ Department of the Government of India

2. **The Chief Secretaries/ Administrators,**
All State / UT Governments

Subject: Vacancy Circular for Assistant Secretary General, Office for Mine Action & Police (OMAP), Department of Peace Operations, United Nations Headquarters, New York–reg.

Sir/Madam,

Ministry of External Affairs vide their Addendum dated 21.08.2026 (copy enclosed) in addition to their O.M. No. Q/PA-II/575/08/2026 dated 13.08.2026 (copy enclosed) has informed this Department that the United Nations Secretariat is calling for the nomination of candidates for the position of Assistant Secretary-General, Office for Mine Action & Police (OMAP), Department of Peace Operations, based at United Nations Headquarters in New York.

2. In addition to this Department's previous vacancy circular of even no. dated 18.08.2026 (copy enclosed), it is further added that ***the interested officers may submit their applications to the Ministry of External Affairs (MEA) through proper channel. The application should be accompanied by requisite documents, namely:***

(a) A curriculum vitae (CV);
(b) A completed United Nations Personal History Profile (PHP), where available; &
(c) Cadre Clearance from the concerned Ministry/ Department.

3. As per the UN Vacancy Circular, nomination from Member States should be submitted electronically to OneEO-Recruitment-Desk@un.org and **the last date for the submission of applications for the above position is 28.08.2026 (New York time)**. Accordingly, eligible officers interested in the position may submit their applications along with the requisite documents to MEA latest by 25.08.2026 for further necessary action. The application is to be submitted to MEA at **osdunp@mea.gov.in** with a copy to **usfsp@mea.gov.in**, **soun2@mea.gov.in** and **aopa2@mea.gov.in.**

4. This post may be circulated amongst the **officers of the level of Joint Secretary/Director in the Government of India/ State Government with minimum of 15 years of service**, so as to make suitable nominations for the position of Assistant Secretary-General, Office for Mine Action & Police (OMAP), Department of Peace Operations, United Nations Headquarters, New York by following the due procedure duly laid down in United Nations Vacancy notification dated 29.07.2026 (copy enclosed). *As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department. However, the officers may inform the M/o External Affairs about their nomination/submission of application for the above-mentioned post.*

Yours faithfully,

27/08/26

(Annies Kanmani Joy)
Director (SM)
Email-dirsm@nic.in

Copy for information to:

1) Sh. Utpal Sannyashi, Under Secretary (FSP), Ministry of External Affairs, Room No. 2018, A-Wing, Jawaharlal Nehru Bhawan, New Delhi w.r.t. Addendum No. Q/PA-II/575/08/2026 dated 21.08.2026.

(129)

No. Q/PA-II/575/08/2026
Government of India
Ministry of External Affairs
Administration Division
****

Dated the August 21, 2026

ADDENDUM

Sub: Vacancy Circular for Assistant Secretary General, Office of Mine Action and Police, Department of Peace Operations, UNHQ, New York.

Reference is invited to this Ministry's O.M. No. Q/PA-II/575/08/2026 dated 13.08.2026 regarding the above-mentioned vacancy.

2. In this regard, it is clarified that interested officers may submit their applications to the Ministry of External Affairs through proper channel. The application should be accompanied by the requisite documents, namely:

i) A curriculum vitae (CV)
ii) A completed United Nations Personal History Profile (PHP), where available; and
iii) Cadre Clearance from concerned Ministry/Department.

3. As per the UN Vacancy Circular, nominations from Member States are required to be submitted no later than 28 August 2026 (New York time). Accordingly, eligible officers interested in the position may submit their applications along with the requisite documents to the Ministry of External Affairs latest by 25 August 2026 for further necessary action.

4. The application as mentioned in para 2 above is to be submitted to Ministry of External Affairs at osdunp@mea.gov.in with a copy to usfsp@mea.gov.in , soun2@mea.gov.in and aopa2@mea.gov.in .

5. DoPT is requested to kindly bring the above to the notice of the concerned officers along with the vacancy circular already circulated by the Department.

Utpal Sannyashi

Utpal Sannyashi
Under Secretary (FSP)
Room No. 2018 A wing
Jawaharlal Nehru Bhawan, New Delhi
Email: usfsp@mea.gov.in
Tel No. 011-23086818

US(FSP)

24/08

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Kind Attn: **Ms. Annies Kanmani Joy, Director (SM)**
Room No. 31048, Kartavya Bhavan-03, New Delhi
(dirsm@nic.in)

(114) (122)

No. Q/PA-II/575/08/2026
Government of India
Ministry of External Affairs
Administration Division
****

Dated the August 13, 2026

OFFICE MEMORANDUM

Sub: Vacancy Circular for Assistant Secretary General, Office of Mine Action and Police, Department of Peace Operations, UNHQ, New York.

The United Nations Secretariat is calling for nomination of candidates for the position of Assistant Secretary-General, Office for Mine Action and Police (OMAP), Department of Peace Operations, based at United Nations Headquarters in New York.

2. The Assistant Secretary-General heads the Office for Mine Action and Police and reports directly to the Under-Secretary-General for Peace Operations. In this capacity, the incumbent provides strategic leadership, policy direction and operational oversight for the United Nations Police Division and the United Nations Mine Action Service in support of the Organization's peace operations and other mandated activities.

3. **Eligibility:** A minimum of 15 years of progressively responsible experience in international peace and security, public administration, diplomacy or related fields is required. The last date for submission of nominations to the UN side is 28 August 2026.

4. As per UN circular, nominations should be submitted electronically to OneEO-Recruitment-Desk@un.org. The last date for submission of nominations to the UN side is 28 August 2026. The responsibilities for the post and further requirement/qualifying experience for the same may be seen at **Annexure 'A'**.

5. DoPT is requested to disseminate the above mentioned vacancy circular for position of Assistant Secretary-General, Office for Mine Action and Police (OMAP), Department of Peace Operations, based at United Nations Headquarters in New York amongst the officers of the rank of Joint Secretary, Director (with minimum of 15 years of service). Details of the nominations received may also please be shared with this Ministry.

Utpal Sannyashi

Utpal Sannyashi
Under Secretary (FSP)
Room No. 2018 A wing
Jawaharlal Nehru Bhawan, New Delhi
Tel No. 011-23086818

13/08.

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Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Kind Attn: **Ms. Annies Kanmani Joy, Director (SM)**
Room No. 31048, Kartavya Bhavan-03, New Delhi
(dirsm@nic.in)

(121)

No. 12/10/2023-FA(UN)
Government of India
Ministry of Personnel, Public grievances and Pension
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated: the 18 August, 2026

To,

1. Secretaries,
   All Ministries/ Department of the Government of India

2. The Chief Secretaries/ Administrators,
   All State / UT Governments

Subject: Vacancy Circular for Assistant Secretary General, Office for Mine Action & Police (OMAP), Department of Peace Operations, United Nations Headquarters, New York–reg.

Sir/Madam,

Ministry of External Affairs vide their O.M. No. Q/PA-II/575/08/2026 dated 13.08.2026 (copy enclosed) has informed this Department that the United Nations Secretariat is calling for the nomination of candidates for the position of Assistant Secretary-General, Office for Mine Action & Police (OMAP), Department of Peace Operations, based at United Nations Headquarters in New York.

2. Vacancy Circular for the nomination of candidates for the above-mentioned post, containing the details of the post, organizational setting and reporting relationships, responsibilities, & qualifications for the post etc. is enclosed. **As per UN Circular, nomination should be submitted electronically to OneEO-Recruitment-Desk@un.org and the last date for the submission of applications for the above position is 28.08.2026.**

3. This post may be circulated amongst the **officers of the level of Joint Secretary/Director in the Government of India/ State Government with minimum of 15 years of service**, so as to make suitable nominations for the position of Assistant Secretary-General, Office for Mine Action & Police (OMAP), Department of Peace Operations, United Nations Headquarters, New York by following the due procedure duly laid down in United Nations Vacancy notification dated 29.07.2026 [Copy enclosed]. *As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department. However, the officers may inform the M/o External Affairs about their nomination/submission of application for the above-mentioned post.*

Yours faithfully,

18/08/26

(Annies Kanmani Joy)
Director (SM)
Email-dirsm@nic.in

Copy for information to:

1. Sh. Utpal Sannyashi, Under Secretary (FSP), Ministry of External Affairs, Room No. 2018, A-Wing, Jawaharlal Nehru Bhawan, New Delhi w.r.t. O.M. No. Q/PA-II/575/08/2026 dated 13.08.2026.

Annexure-A

(123) ~~(115)~~

United Nations Nations Unies

HEADQUARTERS | SIEGE | NEW YORK, NY 10017

REFERENCE: DPO/OUSG/2026/02028

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to invite the nomination of candidates for the position of Assistant Secretary-General, Office for Mine Action and Police (OMAP), Department of Peace Operations, based at United Nations Headquarters in New York.

The Assistant Secretary-General heads the Office for Mine Action and Police and reports directly to the Under-Secretary-General for Peace Operations. In this capacity, the incumbent provides strategic leadership, policy direction and operational oversight for the United Nations Police Division and the United Nations Mine Action Service in support of the Organization's peace operations and other mandated activities.

As a member of the Secretary-General's Global Leadership Team, the Assistant Secretary-General is expected to serve as a role model for the United Nations Values of Inclusion, Integrity, Humility and Humanity, the United Nations Behaviours Framework and the United Nations System Leadership Framework.

The Secretariat welcomes nominations from Member States to support the Secretary-General's search and consultations and would especially welcome the nomination of qualified women candidates.

The Terms of Reference, which form an integral part of this Note Verbale, are attached for the information of Permanent Missions. They set out the responsibilities, qualifications, competencies and other requirements for the position.

Member States wishing to nominate candidates are invited to submit the following documentation:

- A nomination letter from the Permanent Mission;
- A curriculum vitae of the nominee; and
- A completed United Nations Personal History Profile (PHP), where available.

Nominations should be submitted electronically to OneEO-Recruitment-Desk@un.org **no later than midnight on 28 August 2026 (New York time).**

The nominating Government is requested to certify that it is not aware of any allegations against its nominated candidate that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence. Short-listed candidates will be contacted directly to participate in the assessment process and will be subject to reference and background checks, including human rights and conflict of interest screening, in accordance with United Nations policies.

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

29 July 2026

Assistant Secretary-General, Office for Mine Action and Police (OMAP)

Department of Peace Operations (DPO)

Terms of Reference

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIP

This position is located in the Office for Mine Action and Police (OMAP) within the Department of Peace Operations (DPO). The Office was established pursuant to General Assembly resolution 80/240, adopted in the context of the United Nations 80 (UN80) Initiative, which sought to enhance organizational effectiveness, strengthen mandate delivery and improve operational efficiency across the Secretariat.

The Office for Mine Action and Police is headed by an Assistant Secretary-General (ASG/OMAP) reporting directly to the Under-Secretary-General for Peace Operations (USG/DPO). The Office provides leadership, policy direction and operational oversight for United Nations police and mine action activities.

The Office oversees the work of the United Nations Police Division and the United Nations Mine Action Service (UNMAS), ensuring the provision of policy guidance, operational support and specialized expertise to field missions and other mandated activities. It also contributes to broader departmental priorities and strategic initiatives as directed by the Under-Secretary-General for Peace Operations.

The position is located at United Nations Headquarters in New York.

RESPONSIBILITIES

- Provides advice to the Under-Secretary-General for Peace Operations and the Senior Management Team of the Department of Peace Operations and, through the USG/DPO, to the Secretary-General, as required, on all matters pertaining to United Nations police and mine action activities.

- Develops and oversees the implementation of the Organization's strategic vision, policy framework and reform initiatives relating to United Nations police and mine action activities.

- Provides executive leadership and management of the Office of Mine Action and Police, including strategic planning, development of policy and operational responses to existing and emerging challenges and requirements, workforce management, resource allocation and organizational performance.

- Oversees the provision of policy and operational guidance, advice and support to field missions and where applicable in non-mission settings in the fields of United Nations police and mine action.

- Oversees the provision of United Nations police and mine action guidance in the development of mission plans, concepts of operation and other policy and programmatic documents for new field missions or for adaptations to existing missions.

- Visits field missions to provide guidance and support to Police Commissioners and mine action component offices and to assess future requirements.

- Provides accountability for the achievement of strategic objectives and effective delivery of mandated police and mine action activities in field operations.

- Ensures proper coordination by the Office of Mine Action and Police with other Offices in DPO, with the Department of Political and Peacebuilding Affairs (DPPA), with other Departments in the Secretariat and with peacekeeping partners to ensure the implementation of mandated activities and an integrated approach in the field of United Nations police and mine action.

- Attends senior level meetings in the Secretariat and meetings of inter-governmental bodies, Police Contributing Countries and of groupings of Member States dedicated to United Nations police and mine action activities.

- Advises on suitable personnel for mission senior leadership positions in United Nations police and mine action and participates in selection panels, as required.

- Maintains close contact with Permanent Missions in New York and, when required, with senior national personnel of Police Contributing Countries to implement current commitments and scope future contributions.

- Fosters strategic partnerships with Member States, regional and international organizations, and other stakeholders to strengthen support for United Nations police and mine action activities.

- Performs other related duties as required.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in international relations, political science, law, public administration or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of fifteen years of progressively responsible experience in international peace and security, public administration, diplomacy or related fields is required.

Extensive experience in providing strategic leadership and direction to organizations, programmes or operations at the national or international level is required.

Demonstrated experience in developing and implementing organizational strategies, policies and institutional frameworks, including the management of complex operational, political and security-related challenges, is required.

Proven experience in leading multidisciplinary teams, including responsibility for organizational performance, workforce management, resource allocation, and accountability for results, is required.

Substantial experience in advising senior government officials, executive leadership bodies, intergovernmental organizations or international institutions on strategic, political, operational or security-related matters is required.

Demonstrated experience in building and sustaining partnerships with Member States, regional and international organizations, donors, and other stakeholders, including through negotiation, advocacy, consensus-building and resource mobilization efforts, is required.

Experience in a United Nations peace operation or field mission is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of another official United Nations language is desirable.

CORE VALUES AND BEHAVIORS FOR UNITED NATIONS SENIOR LEADERS

Core values

Inclusion: Take action to create an environment of dignity and respect for all

Integrity: Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behavior, or any other breach of UN standards.

Humility: Demonstrate self-awareness and willingness to learn from others.

Humanity: Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

Key Behaviors

Connect and Collaborate: Build positive relationships with others to advance the work of the United Nations and work coherently as One UN

Analyze and Plan: Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action

Deliver Results with Positive Impact: Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves

Learn and Develop: Pursue own learning and development and contribute to the learning and development of others

Adapt and Innovate: Demonstrate flexibility, agility and the ability to think and act in novel ways

IMPORTANT NOTE

Self-Attestation Requirement: Individuals who seek to serve with the United Nations in any individual capacity will be required, if short-listed for a specific position, to complete a self-attestation stating that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law and have not committed, been convicted of, nor prosecuted for, any criminal offence. Additionally, candidates must affirm that they have not committed, been investigated for, been prosecuted for, had a finding against me for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse. Furthermore, they must affirm that, to their knowledge, they have not been the subject of a workplace disciplinary process or other similar process, nor have they been involved in a workplace investigation or similar process.[1]

Conflicts of Interest: All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity required by the Charter of the United Nations. Senior leaders in particular have the responsibility to serve as role models in upholding the organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his or her official duties and responsibilities or with the integrity, independence and impartiality required by the staff member's status as an international civil servant. When an actual or possible conflict of interest does arise, the conflict shall be disclosed by staff members to their head of office, mitigated by the Organization and resolved in favour of the

[1] When they are not able to attest to the above, candidates must provide details of the reasons.

interests of the Organization.

Risk for conflicts of interest may arise, for example, from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including publications, the use of social media, political activities and Board memberships; receipt of honours, decorations, favours, gifts or remuneration from external (non-UN) sources; personal investment, or outside relationships, including friendships and kinships.

In order to avoid actual or perceived family influence or preferential treatment and conflicts of interest, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (Staff Rule 4.7 (a)).

The United Nations Staff Regulations and Rules and Standards of Conduct for the International Civil Service also require that staff members avoid the appearance of impropriety. As such, short-listed individuals will also be required to complete a pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations or may adversely affect the individual's independence and impartiality, should the individual be appointed to this position.

SPECIAL NOTICE

Appointment: This position is at the Assistant-Secretary-General level and is a fixed-term appointment made by the Secretary-General. Senior appointments are normally subject to a limited term.

Diversity: The United Nations is committed to achieving gender balance and geographical diversity in its workforce. Qualified women candidates are strongly encouraged to apply.

No fee: The United Nations does not charge a fee at any stage of the recruitment process (application, interview, processing or training).