

**Generic Job Opening
Fire Safety Assistant
UNSMIL-LL-4-JO008/2021**

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| Title: | Fire Safety Assistant |
| Level/type: | LL-4 |
| Duty Station: | Tripoli, Libya |
| Section: | Integrated Security Section |
| Date of Issue: | 27 Décembre 2021 |
| Deadline for applications: | 25 Janvier 2022 |

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:

STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.

STEP 2: Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org. The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-LL-4-JO008/2021)

ORGANIZATIONAL SETTING AND REPORTING:

This position is located within the Integrated Security Section in the United Nations Support Mission in Libya (UNSMIL). The incumbent will be under the overall supervision of the Chief Security Adviser.

On 30 September 2021, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) until 31 January 2022, through resolution 2599 (2021). The Security Council has tasked UNSMIL, as an integrated special political Mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organization of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in



accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to Government-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. The Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

JOB DESCRIPTION:

Within delegated authority, the incumbent will carry out the following duties:

- Participates along with the Fire Safety team in ensuring the effective management of a 24/7 Fire Service capable of controlling fire incidents and other emergency situations;
- Assists in drafting the Fire Safety Plan and Emergency Evacuation Plan; coordinates drills and training sessions;
- Maintains productive and efficient liaison and cooperation with authorities of host government fire, disaster relief and emergency services;
- Provides support and coordination as set-forth in the facility-specific Fire Safety Plan and Emergency Evacuation Plan;
- Ensures the coordination of fire safety issues with facilities management personnel, host country authorities and organization management; Engages in discussion seeking understanding & support;
- Participates in conducting regular fire risk assessments and fire safety inspections, as well as frequent fire safety patrols; reports all shortcomings and makes recommendations aimed at implementing measures to correct shortcomings and potential hazards, and to bring the premises/facilities to applicable fire safety standards;
- Participates in the planning and carries out facility evacuation/fire drill exercises at least twice a year.
- Assists in the technical assessment of Fire Detection and Alarm Systems (FDAS)
- Assists in drafting specifications for all equipment and devices, including FDAS and Personal Protective Equipment (PPE) such as: protective clothing, self-contained breathing apparatuses (SCBA), fire extinguishers, hoses and nozzles, portable pumps, rescue equipment, etc., and maintains full state of readiness of all equipment and available installations;
- Assists in planning static installations and systems such as: FDAS, standpipes, water supply, extinguishing systems, spill basins, construction components (fire partition), lightning protection, explosion proof installations, smoke extraction systems, public address systems, etc.
- Maintains a functional Fire Warden System;
- Engages in Fire/emergency interventions as and when required, as setforth in the Fire Safety Plan;



- Conducts Fire safety awareness briefings and training as assigned;
- Conducts basic fire prevention and suppression training for unit's personnel as part of the Fire Safety Plan; Coordinates training in the field of fire safety; Advises colleagues;
- Maintains accurate records on all above and monitors compliance with the Fire Safety Plan as well as with Host Country regulations;
- Performs any other fire safety related duties as directed.

COMPETENCIES:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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 interprets 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 audience; demonstrates openness in sharing information and keeping people informed.

Accountability: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational rules and regulations, supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of work unit, where applicable.

QUALIFICATIONS:

Education: High school diploma or equivalent is required .Technical or vocational certificate in Fire and Rescue, dangerous goods, fire medical assistance and attack team leadership .

Experience: At least three (3) years of progressive experience in security related work including military, police, security, or fire- fighting duties combined with experience in UN security operations or on-the-job training or experience in (i) Personal Protection , (ii) Fire-Fighting; (iii) Protective Driving and (iv) Access Control Systems. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures, as well as standard security and safety procedures is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, Fluency in Arabic is required. Knowledge of English is required.

ASSESSMENT:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

SPECIAL NOTICE:



The purpose of this job opening is to generate a list of qualified candidates for inclusion in the Fire Safety Assistant, G4 roster. Successful candidates will be placed on the roster and subsequently will be considered for available Fire Safety Assistant, G4 positions open only to roster members. Roster membership does not guarantee selection

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

ADDITIONAL INFORMATION:

Ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.

Work is carried outdoor and indoor. It may involve driving and a moderate degree of physical risk when emergency situations may arise requiring the intervention of the incumbent and the deployment of safety precautions. Indoor work includes operation of security equipment assigned to security room, computers, printers, photocopiers, and scanners.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

Incomplete applications or applications received after the deadline will not be considered.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.