



Job Opening for Fire Safety Assistant UNSMIL-GS5-43/2017 (Open for 15 days)	
Title:	Fire Safety Assistant
Level:	GS-5
Duty Station:	Tripoli
Section:	Security Section
Date of Issue:	09 November 2017
Deadline for applications:	23 November 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p> <p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS5-43/2017)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Security Section in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Chief Security Adviser.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Within delegated authority, the (title/level) will carry out the following duties:</p> <ul style="list-style-type: none"> - Participate 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



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	<p>management; Engages in discussion seeking understanding & support;</p> <ul style="list-style-type: none"> - Participate 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; - Participate 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 set-forth 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
<p>COMPETENCIES:</p>	<p>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.</p>



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	<p>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.</p>
	<p>Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p>
QUALIFICATIONS:	<p>Education: High school or equivalent diploma is required. Technical or vocational certificate in Fire and Rescue, dangerous goods, fire medical assistance and attack team leadership</p> <p>Experience: A minimum of five (5) years of experience in security related work including military, police, security, or fire-fighting duties combined with experience in UN security operation or on-the-job training or experience in (i) Personal Protection, (ii) Fire-Fighting; (iii) Protective Driving Aid and (iv) Access Control Systems. Such experience would be indicative of the ability to perform the duties and responsibilities of this position at a high level.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written Arabic is required. <u>Knowledge of English is required.</u></p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>
SPECIAL NOTICE:	<p>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.</p>

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**ADDITIONAL
INFORMATION:**

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.