

**Generic Job Opening
Fire Safety Assistant
UNSMIL-LL-4-GJO005/2022**

Title:	Fire Safety Assistant
Level/type:	LL-4
Duty Station:	Tripoli, Libya
Section:	Integrated Security Section
Date of Issue:	20 February 2022
Deadline for applications:	22 March 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-GJO005/2022)

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 31 January 2022, the Security Council, by its resolution 2619 (2022) renewed the mandate of United Nations Support Mission in Libya (UNSMIL) through 30 April 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), 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 organisation 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 GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, 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.
- Responds immediately to fires, rescue operations, or other emergencies including undertaking evacuation of persons and property from imminent dangers.
- Routinely patrols the field mission compounds and offices to identify fire and safety hazards and ensures that alarm systems are in working condition.
- Inspects and ensures all fire/exits doors are not locked or obstructed, verifying that emergency exit doors, routes, walkways, and other passageways always remain safe and smooth for movement.
- Inspects and tests fire-fighting equipment, hydrant systems, fire truck, apparatus and hose reels, and portable fire extinguishers to ensure the equipment are functional.
- Physically ensures that all firefighting equipment are in their locations and precautionary signs and notices are in place and not removed.
- Ensures that used or obsolete fire extinguishers are removed and stored separately for recharging. All non-functional safety equipment must be removed, stored, and disposed of according to SOP.
- Participates in firefighting exercises and building evacuation drills as scheduled.
- Assists in conducting fire safety awareness briefing for staff and fire wardens in order to sensitize the staff about dangers related to fire hazards and safety violations.
- Assists in investigating fire incidents, and other occurrences related hazards as required to enable further mitigation measures to be implemented.
- Performs any other 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; tailored 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) Firefighting; (iii) Protective Driving and (iv) Access Control Systems.

Experience implementing the security rules, regulations, and procedures of the United Nations or a comparable international organization, 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply to this GJO.

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.