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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	<b>Fire Safety Assistant, GS-5</b>
Department/Office:	<b>UN MISSION IN COLOMBIA</b>
Location:	<b>BOGOTA, COLOMBIA</b>
Posting Period:	<b>2 weeks (08 – 22 November 2016)</b>
Job Opening Number:	<b>MC-NJO-2016-064</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

### Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Fire Safety Assistant will report to the Deputy Chief Security Officer (DCSO).

### Responsibilities

Within delegated authority, the Fire Safety Assistant will carry out the following duties:

- Participate along with the Fire Safety team in ensuring the effective management of a 24/7 Fire Service capable of controlling fire incidents, car accidents 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 mission's personnel, host country authorities and organization management;
- 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, incl. filling compressors), fire extinguishers, hoses and nozzles, portable pumps, rescue equipment, etc., and maintains full state of readiness for all equipment and installations available;
- 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 intervention 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;
- Maintains accurate records on all above and monitors compliance with the Fire Safety Plan as well as with HC regulations;
- Performs any other fire safety related duties as directed.

### **Competencies:**

**Professionalism:** Knowledge of United Nations Security policies, procedures and practices. Excellent knowledge of fire safety and control procedures. Demonstrated sound judgment in applying United Nations Security policies, procedures and practices and in applying technical expertise to resolve a range of protection issues/problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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

**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:**

A minimum of five (05) years of experience in security related work including military, police, security, or firefighting 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 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.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in Spanish (both oral and written) is required. Working knowledge in English is required.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.