

# UNITED NATIONS

United Nations Organization Stabilization  
Mission in the Democratic Republic of  
the Congo



# NATIONS UNIES

Mission de l'Organisation des Nations  
Unies pour la Stabilisation en République  
Démocratique du Congo

**Job Opening Reference:** ESB/JO/LL/007/09/2018

**Issuance Date:** 29 September 2018

**Deadline Date:** 27 October 2018

**Type of contract:** Fixed Term Appointment

**Duration:** 1 year

**Department:** MONUSCO

**Scheduled date for taking up appointment:** ASAP

<b>Title: Fire Safety Assistant</b>	<b>Grade: GS-4</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

## Organizational Setting and Reporting Relationship.

This position is located in the Security & Safety Section of the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) at the United Nations Entebbe Support Base (UNESB). The Fire Safety Assistant at this level reports to the Senior Safety Assistant or Fire Safety Officer in the Unit.

### Main Duties and Responsibilities:

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

- Routinely patrol the field mission compounds and offices to identify fire and safety hazards and ensure that alarm systems are in working condition.
- Inspect and test fire-fighting equipment, hydrant systems, hose reels and foam inlets and portable fire extinguishers.
- Ensure that all fire-fighting equipment are in their locations and precautionary signs and notices are in place and not removed.
- Ensure that used fire extinguishers are recharged, all fire/exit doors are not locked or obstructed, making regular inspection of all emergency exit doors, routes, walkways and other passage ways safe and smooth for movement at all times.
- Conduct firefighting and building evacuation drills as scheduled.
- Respond immediately to fires, rescue operations, or other emergencies including undertaking evacuation of persons and property.
- Investigate fire hazards as required for further reporting as necessary.
- Carry out any other tasks as instructed.

### **Competencies:**

- **Professionalism:** Excellent knowledge of security management combined with solid background of military or other security specialization; ability to effectively deal with stress factors when encountered in security management; good technical skills to understand and consolidate the varying specializations such as electronics, communications, mechanics, explosives and other sophisticated devices encountered in security system management. 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.
- **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.
- **Planning & 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.

### **Qualifications required to perform the assigned duties of the post.**

#### **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 is desirable.

#### **Work Experience**

A minimum of three (3) years' 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 Personal Protection, Fire-Fighting, Protective Driving and Access Control Systems is required.

- Two (2) years' experience in driving fire trucks and possession of a valid professional heavy and light motor vehicle driving license is required.

#### **Languages**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required.

**ADDITIONAL IMPORTANT COMMENTS.**

**Please note that failure to comply with the below will render your application invalid for this process.**

1. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org> ) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
  - Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org>) to generate an account and the PHP) and submitted as a PDF or JPEG attachment to the document.
  - Latest performance evaluation report (for internal UN Candidates).
  - Copy of High School Diploma.
  - Copies of other relevant certificates and diplomas
  - Copy of valid driver's license.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission.
7. This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.