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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Fire Safety Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, UNDSS
Location:	Bogota, COLOMBIA
Posting Period:	27 September-3 October 2022
Job Opening Number:	UNVMC-NJO-2022-038 Temporary Appointment until 31.12.2022 with the possibility of extension.

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

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview

videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

### **Organizational Setting and Reporting Relationships:**

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. Tailor language, tone, style, and format to match the 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.

## **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 required.

## **Work 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 (1) Personal Protection, (2) Firefighting; (3) Protective Driving and (4) 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 and English (both oral and written) is required.

**NOTE:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

**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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT:** Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.

The following candidates do not need to take or retake the GGST:

(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.

(b) Candidates who have passed the GGST in one of the official UN languages within

the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.

If you fall within one of the foregoing categories, please indicate it in your application.