



MINURSO HQ, LAAYOUNE, P.O. BOX 5846, NEW YORK, NY 10163-5846, USA
TEL: (1) 212- 963-1953 or (212) 28- 986000 FAX: (212) 28- 892893, 890944

INTERNAL / EXTERNAL VACANCY NOTICE
(1 POST)

Vacancy No.	MINURSO-15-L-018	Date of Issuance	23 December 2015
Post Title	Fire Safety Assistant	Deadline	06 January 2016
Post No.	RSO879048	Level	GL-4
Location	Security Section, MINURSO, Laayoune		

Duties and Responsibilities

Summary of principal Functions:

Under the direct supervision of the Fire and Safety Officer, the incumbent of the position will be responsible for the following duties :

- Carry out physical fire and safety inspection and surveys as per NFPA standards in all UN facilities and report all shortcomings as per standardized format.
- Verify correct location of fire extinguishers, fire fighting equipment, related safety signs, location and condition of fire prevention equipment in all MINURSO AOR.
- Assist in the establishment and planning process of a structural fire and safety service for MINURSO; Command fire units; Conduct training, briefings and lessons for staff.
- Perform all types of duties related to the fire service; Monthly inventory updates on fire equipment.
- Be available on a 24/7 basis to respond and assist with emergencies as needed.
- Act as replacement when Fire Safety Officer is on travel or official visits.
- Perform any other assignment as required.

QUALIFICATIONS AND EXPERIENCE

Education

Certificate of completion of high school or equivalent is required. Technical training as Fire Fighter, training in Fire and Rescue, aviation fire fighting, dangerous goods essential.

Work Experience

Three years experience in a fire department or related environment. Experience in training of personnel, in fire fighting techniques and the operation of fire vehicles/equipment. The candidate should be physically fit in accordance with the requirements of the job. Should possess medical and physical certification as per industry standard.

Language

Fluency in spoken and written English; knowledge of a second UN language is an advantage. Fluency in Arabic language essential.

Other Requirements:

Valid national driving license is required; must be mentally and physically fit; required to work long hours in shifts (day/night); operating radios, use of PC and knowledge operating in word and other programs are essential; knowledge of operating special equipment (CCTV system, X-ray machine, Metal detectors;...) are an asset.

COMPETENCIES

- **Professionalism:** Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter, is motivated by professional rather than personal concerns, show persistence when faced with difficult problems or challenges.
- **Communication** – Effective oral communication skills, maintains a high sense of confidentiality.
- **Teamwork** – Good interpersonal skills, works collectively with teammates to achieve organizational goals.

APPLICANTS

- **Interested applicants should complete the attached United Nations Personal History form (P.11) in English.**
- **Applications MUST be forwarded electronically at the email address: minurso-vacancies@un.org**
PLEASE NOTE THAT HAND CARRIED APPLICATIONS WILL NOT BE ACCEPTED.
- **ALSO, INCOMPLETE P.11s will not be processed. CURRICULUM VITAE (CV) WILL NOT BE ACCEPTED.**
- **Please indicate the post and vacancy number you are applying for in the cover letter.**
- **Women applicants are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.**

Applicants who are short-listed will receive an acknowledgement within one month from the deadline for submission of applications.

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.