



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	09/02/2023
Post Title	Fire Fighter
Level	Individual Contractor, IC (Equivalent to GL-2)
Organizational Unit	UNAMA Security
Location	Kabul HQ
Number of posts	10
Issuing Date	23/02/2023
Closing Date	09/03/2023
Duration	Duration: 9 Months

Qualified female candidates are highly encouraged to apply

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Fire Fighter at this level is responsible for the following duties:

- Routinely patrols the compound and offices to identify fire and safety hazards ensuring that alarm systems are in working condition.
- Inspects and tests fire-fighting equipment, hydrant systems, hose reels and foam inlets and portable fire extinguishers.
- Ensures that all fire-fighting equipment are in their locations and precautionary signs and notices are not removed.
- Ensures that used fire extinguishers are recharged, doors are not locked or obstructed and makes regular inspection of all emergency exit doors, routes and walkways for safe and smooth movement at all times
- Conducts fire-fighting and building evacuation drills as scheduled.
- Responds immediately to fires, rescue operations, or other emergencies including undertaking evacuation of persons and property.
- Investigates fire hazards as required for further reporting as necessary.
- Carries out any other tasks as instructed.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required

Work Experience: A minimum of one (1) year experience in security related work including military, police, security, or fire-fighting duties combined with experience in UN security operation or on-the-job training or experience in (i) Personal Protection, (ii) Fire-Fighting; (iii) and Defensive Driving. 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 the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto and Dari is required.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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.

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.

Technological Awareness: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after

closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_substantive@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#09/02/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#09/02/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.
- Only applicants who are short-listed will receive an acknowledgement within one (1) to two (2) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.

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 in applicants bank account.

Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother, or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.

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.