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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Fire Safety Assistant, GL-4</b>
<b>Job Code Title:</b>	<b>Fire Safety Assistant</b>
<b>Opening Number:</b>	<b>UNMHA-2023-TJO-007</b>
<b>Department/Office:</b>	<b>United Nations Mission to Support the Hudaydah Agreement (UNMHA)</b>
<b>Location:</b>	<b>Hudaydah- Yemen</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>Six months</b>
<b>Posting period:</b>	<b>1-7 May 2023</b>

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

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### **Special Notice:**

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. Only Yemeni nationals are eligible to apply to this position.

### **Org. Setting and Reporting:**

This position is located in the Safety and Security Section in the United Nations Mission to Support the Hudaydah Agreement (UNMHA) based in Hudaydah, Yemen. The Fire Safety Assistant will report to the Security Officer in Hudaydah.

### **Responsibilities:**

Within limits of delegated authority and depending on location, the Fire Safety Assistant will perform the following duties:

- Routinely patrols the field mission compounds and offices to identify fire and safety hazards and ensure 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 in place and not removed.
- Ensures 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.
- 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. advises colleagues;
- Investigates fire hazards as required for further reporting as necessary.
- Carries out any other tasks as instructed.

### **Competencies:**

**Professionalism:** 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 the audience; Demonstrates openness in sharing information and keeping people informed.

**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.

### **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.

### **Work Experience:** .

A minimum of three (3) years' experience in security related work including military, police, security, or firefighting duties combined with experience in UN security operations or on-the-job

training or experience in (i) Personal Protection, (ii) Fire-Fighting; (iii) Protective Driving and (iv) Access Control Systems.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by informal interview.

**United Nations Considerations:**

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.

**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.