

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#: UNMIL-SUB-SASS-12-2085	Deadline: Friday, 28 September 2012
Post Title: Fire Safety Assistant/Heavy Duty Fire Engine Driver (One Position)	Level: GL - 3
Organizational Unit: Security Section	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post #: 72336
	Indicative Minimum Annual Gross Salary: USD \$ 8,658.00
UNMIL invites qualified internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth Certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be Processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement	

Description of Main Duties of Fire Safety Assistant (Heavy Duty Fire Engine Driver):

Under the supervision of the Fire Safety Officer, the Fire Safety Assistant (Heavy Duty Fire Engine Driver) will be expected to perform the following duties:

- Inspects, maintains, and drive assigned fire apparatus as part of the UN's Fire Safety Unit.
- Responsible for safely transporting of the fire crew to and from the scene of emergency situations.
- Operates the engine's fire pump during fires, and assists with hose deployment, ladders, and other duties.
- Be able to handle heavy equipment for long periods of time while wearing special protective gear in hot and hazardous environments.
- Be capable of conducting fire safety inspections and providing inspection reports.
- Must be conversant with fire services delivery.
- Fire Ground Operations and Incident Command Procedures.
- Corrects minor problems of the pump operations system.
- Inspects and maintains fire apparatus and equipment;
- Assists in testing of fire hydrants and checking emergency water supplies.
- Responsible for the day-to-day maintenance and operation of fire apparatus.
- Conducts routine professional vehicle checks to ensure the vehicle is in good mechanical condition.
- Performs minor maintenance and request service for major problems.
- Keeps in constant communication on the radio with other fire crews as required.
- Perform all tasks set out for fire truck operator as required.

Results Expected:

To provide factual information, upon which field operation management can base decisions related to incidents under investigation, allows accountability for incidents to be established and assists in deterring future incidents.

Competencies:

- **Professionalism** – Knowledge in applying methods, procedure and techniques relating to work in months or years. 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 equal participation of women and men in all areas 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 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.
- **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.
- **Accountability** – Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity** - Actively seeks to improve programs or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing development inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meetings timeline for delivery of products or services to clients.
- **Commitment to continuous learning:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Experience:

Education: High School Diploma or equivalent. Technical or Vocational Certificate in Fire and Rescue Operation.

Work Experience: A minimum of Three (3) years of progressive fire fighting experience from a reputable Fire Brigade/Fire Service.

Other Skills:

- Have trained as fire fighter/fire engine operator and understand pump operations. Be in excellent physical condition to meet the demands of the job; working under extreme conditions.
- Posses a valid Heavy Duty Driver’s license and capable of operating a Heavy Duty Fire Engine .

Languages: Fluency in written and spoken English is essential.

Preference will be given to equally qualified women candidates.
Completed detailed applications documentation as specified above referring to
Vacancy#UNMIL-SUB-SASS-12-2085 should be forwarded to the attention of:
UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza,
Tubman Boulevard, Monrovia