

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

**Vacancy Announcement- Internal/External**

<b>Vacancy#:</b> UNMIL-SUB-SASS-12-2085	<b>Deadline:</b> Friday, 28 September 2012
<b>Post Title:</b> Fire Safety Assistant/Heavy Duty Fire Engine Driver (One Position)	<b>Level:</b> GL - 3
<b>Organizational Unit:</b> Security Section	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial one (1) year subject to funding of the post and satisfactory performance.	<b>IMIS Post #:</b> 72336
	<b>Indicative Minimum Annual Gross Salary:</b> 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](mailto: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, 7<sup>th</sup> Floor – Pan African Plaza,  
Tubman Boulevard, Monrovia**