



United Nations Mission in Sudan
UNMIS
VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-09-061

VA Issuance Date: 8 November 2009

Deadline for Applications: Open¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Security Assistant (Fire Safety)</i>	<i>Grade: GL-5</i>	<i>Region: Khartoum</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply²</i>		

¹ Vacancy will remain open for at least two weeks, or until it is filled. Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and responsibilities:

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

- Install, inspect and maintain UNMIS fire fighting equipment and materials at airfields and helipads.
- Inspect and ensure all fire fighting equipment and materials at airfields, air strips and helipads are in good working conditions.
- Conduct relevant trainings for all fire fighters and drivers on the proper operation of all fire fighting trucks and equipment at airfields, airstrips and helipads as required.
- Conduct fire investigations to establish causes of fires and make appropriate preventive recommendations to the supervisor.
- Carry out fire survey at airfields, airstrips and helipads and make recommendations to the Fire Safety Officer for effective fire prevention and protective measures.
- Maintain and update records of all fire fighting trucks, equipment and materials at different airfields and helipads.
- Advise the Aviation Fire Safety Officer on improvement, replenishment and replacement of fire equipment, materials and chemicals.
- Travel to any part of Sudan to conduct trainings or perform duties as directed.
- Assist the Aviation Fire Safety Officer in their day-to-day duties.
- Carry out any other duties as assigned by the Supervisor.

Competencies:

Professionalism: Ability to manage processes, maintain accurate records, in administrative fields.

Teamwork: Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues.

Client Orientation: Demonstrate ability to develop and maintain effective work relationships with supervisors and colleagues

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

Planning and Organizing: Ability to plan and organize own work effectively in an efficient and timely manner.

Commitment to Continuous Learning: Initiative and willingness to keep abreast of new developments in the administrative fields

Technological awareness: Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in English and Arabic.

Qualifications:

Education: High School diploma or equivalent. The candidate must have taken both basic and advanced technical/vocational trainings and obtained certificates/diplomas in the field of aviation fire fighting from recognized institutions. A basic instructional technique in training is an additional asset.

Experience: At least five (5) years professional experience in fire fighting operations in the field of aviation. General knowledge of international procedures and regulations for fire fighting operations, airside vehicle operations and aviation operations is required. Experience in VHF Radio Communication. Prior UN Experience with UN/NGO or other International bodies an added asset.

Languages skills: Fluency in written and spoken English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Other skills: Valid driving license for cars, trucks and fire trucks/heavy equipment with safe driving record is required. Excellent computer skills will be an asset.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form (P-11);
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors.
- 6- Internal candidates must submit 2 most recent performance evaluations.

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.G. UNMIS-GS-09-061

General Services: unmis-recruitmentgs@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, El Obeid, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and Port Sudan

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200