UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CAFR000714--UNV-Fire Safety

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment: Central African Republic
Host Institute: UN Mission in CAR
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: until 30-06-2021
Expected Starting Date: Immediate
Duty Station: Bangui [CAF]
Assignment Place: Non-Family Duty station
Assignment Place Remark:

Living Conditions
Initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three). The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the
International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website - http://icsc.un.org.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>UNV-Fire Safety</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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</table>

Concerned with the security, humanitarian, human rights and political crisis in the Central African Republic and its regional implications, the Security Council authorized on 10 April 2014 deployment of a multidimensional United Nations peacekeeping operation – MINUSCA, with the protection of civilians as its utmost priority. Its other initial tasks included support for the transition process; facilitating humanitarian assistance; promotion and protection of human rights; support for justice and the rule of law; and disarmament, demobilization, reintegration and repatriation processes. The newly established mission subsumed the UN Integrated Peace building Office in the Central African Republic (BINUCA) on the date of the establishment and has been set to take over authority in military and police matters from the African Union-led peacekeeping operation – MISCA – on 15 September 2014. ([http://www.un.org/en/peacekeeping/missions/minusca/](http://www.un.org/en/peacekeeping/missions/minusca/))

| Sustainable Development Goals | 16. Peace, Justice and Strong Institutions |
| Task description |

Under the overall supervision of the Chief Security Advisor (CSA) and the direct supervision of the Chief Fire Safety Unit and within limits of delegated authority, the UNV Fire Safety Officer may be responsible for the following duties: (These duties are generic and may not be performed by all Fire Safety Officers)
- Assists the CSA/CSO/SA in the establishment and planning process of and for a structural fire service including mobile elements as required for the field mission;
- Assists the Officer in Charge of the Fire Service in the management of all aspects or supervises a Fire Unit and/or performs Officer in Charge functions for a medium scale fire service;
• Establishes and maintains productive liaison with authorities of host government fire, disaster relief and emergency services;
• Ensures the establishment and effective management of a 24/7 Fire Service capable of controlling fire incidents, HAZMAT spills, car accidents and other emergency situations;
• Drafts the Fire Safety Plan and Emergency Evacuation Plan; coordinates and supervises drills and training sessions;
• Provides supervision, monitoring and coordination in accordance with the Fire Safety Plan and Emergency Evacuation Plan;
• Ensures the coordination of fire safety issues with facilities mission’s personnel, host country authorities and organization management;
• Coordinates professional fire safety risk assessments and fire safety inspections; reports all shortcomings and supervises the timely rectification of such;
• Conducts technical assessments/evaluations of Fire Detection and Alarm Systems (FDAS)
• Drafts specifications for all equipment and devices, including FDAS and Personal Protective Equipment (PPE) such as: protective clothing, self-contained breathing apparatuses (SCBA including filling compressors and testing devices), fire extinguishers, hoses and nozzles, portable pumps, immobile and fixed pumps, rescue equipment, etc., as well as fire service vehicles and provides for the maintenance of their continuous full state of readiness
• Plans static installations and systems such as: FDAS standpipes, water supply, hydrant systems, extinguishing systems, spill basins, construction components (for fire partition), lightning protection, explosion proof installations, smoke extraction systems, public address systems, etc. and drafts technical specifications thereof.
• Establishes, maintains and supervises a functional Fire Warden System;
• Conducts fire safety awareness briefings and training for mission’s staff and other UN personnel;
• Conducts fire prevention, suppression and rescue training for unit’s personnel as part of the Fire Safety Plan;
• Plans and supervises facility evacuation / fire drill rehearsals at least twice a year;
• Actively leads fire/emergency intervention activities;
• Coordinates and conducts specialized (advanced) trainings on fire safety.
• Responsible and Focal point of all the sectors.
• Supervises inspection and maintenance of all systems, installations and devices within the area of responsibility.
• When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for training, coaching, mentoring and capacity development.
• Performs other fire safety and/or emergency response related duties as directed by direct supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment
reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application-
Contribute articles/write-ups on field experiences and submit them for UNV publications/websites,
newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers-
Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and
organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs
Efficient, timely, responsive, client-friendly and high-quality support rendered to the Security Section
- Effective planning, implementation and coordination of a fire safety system capable to enable the
  conduct of United Nations activities while ensuring the safety and well-being of personnel and a safe
  working environment within the United Nations premises and assets.
- A final statement of achievements towards volunteerism for development during the assignment, such as
  reporting on the number of volunteers mobilized, activities participated in and capacities developed.

• The development of capacity through coaching, mentoring and formal on-the-job training, when working
  with (including supervising) national staff or (non-) governmental counter-parts, including Implementing
  Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and
  documented in all activities throughout the assignment • A final statement of achievements towards
  volunteerism for peace and development during the assignment, such as reporting on the number of
  volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Training as a firefighter or first aid or security. Having a valid automobile driver's license is an asset.</td>
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<tr>
<td>Required experience</td>
<td>36 months</td>
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<td>Experience Remark</td>
<td>Have a minimum of three (3) years of professional driving experience, one experience working in a firefighting operational unit, in a fire department first aid or in a caretaking company. Training and experience in first aid are an asset.</td>
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<tr>
<td>Language</td>
<td>• English (Mandatory) , Level - Fluent • AND - French (Mandatory) , Level - Fluent</td>
</tr>
<tr>
<td>Area of Expertise</td>
<td>• Firefighting and rescue services Mandatory</td>
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<tr>
<td>Need Driving Licence</td>
<td>Yes</td>
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Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup). Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 31-03-2020

doa.apply_url

[https://vmam.unv.org//candidate/show-doa/Q0FGUjAwMDcxNA==](https://vmam.unv.org//candidate/show-doa/Q0FGUjAwMDcxNA==)

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.