



Job Title and Level:	Fire and Safety Officer (G-7)
Vacancy Announcement No:	2027EE-RE
Deadline for Applications:	03.07.2012
Organizational Unit :	Security and Safety Section, Registry
Duty Station :	The Hague
Type of Appointment:	General Temporary Assistance
Post number :	
Minimum Net Annual Salary (Single Rate) (EURO) :	€ 47,284

Contract Duration

General Temporary Assistance (GTA) until 31 December 2012, with the possibility of renewal, subject to availability of funds and in accordance with the duration of the project permanent premises. Probationary period may be applicable.

Entry on duty date is to be determined.

Roster of suitable candidates may be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

Duties & Responsibilities

The incumbent will work in Security and Safety Section (SSS). Reporting to the Chief of Security and Safety Section (CoS), through the Security Operations Officer.

Fire and Safety Officer provides an adequate span of control within SSS by having a particular responsibility for a wide range of fire, safety and emergency preparation, and response functions crucial to the effective working and governance of the Organisation and the SSS including institutional resident expert in occupational safety.

Fire and Safety Officer will have the following duties and responsibilities:

1. Ensure emergency planning by drafting and compiling the emergency procedures for ICC at Headquarters and in Field Offices;
2. Draft and maintain the safety policy, including staff safety rules and regulations;
3. Act as safety advisor for the maintenance, modifications and design of (safety) installations, building (re)structure and redecoration, including assistance to obtain building, users and environmental licenses/permits;
4. Planning and delivering education and training by conducting safety and healthy working environment issues; review of fire, emergency and medical response plans;
5. Test and maintaining safety equipments and installation;
6. Conduct safety audits, risks assessment, specific analysis, evaluation reports and workplace inspections to maintain safe housekeeping;
7. Consult directly with local authorities (fire municipal officials and other municipal enforcement officers) to



comply with the safety requirements of the Host Country, advising security staff in the field regarding local regulations in the field;

8. Establish contingency plans and provisions to ensure continuation of business;
9. Plan, organize and conduct large scale evacuation exercises in accordance with specific Host State regulation;
10. Manage floor wardens and all staff during training or emergency situation;
11. Perform other duties as assigned by the supervisor.

Essential Qualifications

1. Didactic skills to perform Fire, Safety and evacuation courses or education.
2. Audit and Inspection skills.
3. Excellent general negotiation, communication, presentation and drafting skills.
4. Computer literacy of standard computer applications such as word processing, spreadsheets, databases and power point presentations.
5. Ability to implement safety standards.

Education:

Completion of secondary education.

Relevant certification in the field of Fire and Safety is essential.

Experience:

1. At least 10 years of progressively responsible work experience gained in the field of fire and safety or other related field (via service in Fire and Safety department/Unit/Office); previous experience in planning, organising and conducting large scale evacuation exercises will be considered an asset.
2. Experience in a leadership role within fire and safety services; experience with safety issues in an international environment is desirable.
3. Previous experience in providing Fire and Safety courses, staff briefings and emergency response training is an advantage.
4. Practical experience and non-academic support qualifications in relevant specialist areas are considered an asset.

Competencies:

1. Leadership skills: demonstrated ability to establish and maintain effective working relationships as both team member and a team leader under stressful emergency situations.
2. Analytical skills: ability to understand and analyze complex planning tasks.
3. Professionalism: ability to demonstrate professional actions with peers and management that drives continuous improvement towards ICC goals and objectives. Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps.
4. Planning and Organizing: effective organizational skills and ability to handle a large volume of work in an efficient and timely manner. Conduct long term planning and anticipate future needs. Identify solutions to work based problems.
- 5 Teamwork: good interpersonal skills, ability to work in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
6. Client Orientation: ability to identify client's needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.



7. Communication: excellent communication skills; ability to write in a clear and concise way and to communicate effectively orally as well as ability to deliver presentations and briefings.
8. Managing Performance: ability to establish priorities and to plan, coordinate and monitor the work of others; ability to make timely decisions under stressful conditions.
9. Technological Awareness: ability to keep abreast of available technology; ability to demonstrated proficiency in management information systems such as SAP and TRIM.
10. Self-discipline, integrity and loyalty: ability to display professional integrity and act ethically in a manner consistent with the function of a professional security officer.
11. Ability to make sound decisions in emergencies or when rapid responses are required.

KNOWLEDGE OF LANGUAGES

Fluency in either of the working languages of the Court, English or French, is essential. Working knowledge of the other is desirable. Knowledge of Dutch language would be considered an advantage.

General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check;
- Applicants may check the status of vacancies on ICC E-Recruitment web-site;
- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
- Applications from female candidates are particularly encouraged;
- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The International Criminal Court is a member organization of the Inter-Organization Mobility Accord and is interested in secondment of staff from organizations of the United Nations Common System.