



FFA NPC

Public Benefit Organisation

OPERATIONAL SUPPORT OFFICER – GEF PROJECT

POST: Operational Support Officer

CENTRES: 1 x Cederberg Fire Protection Association (Porterville), 1 x Southern Cape Fire Protection Association (Knysna), 1 x Overberg District Municipality (Bredasdorp)

PURPOSE OF THE POSITION:

The purpose of this position is to provide a service to Fire Protection Association members within an identified operational area in project activities related to fire management and to communicate a clear message of sustainable development in the face of Climate Change. Further details can be found in the GEF FynbosFire Project Document (www.fybosfire.org.za). The officers will be trained on theories on climate induced fire risks & incidences, on proactive Integrated Fire Management and the FPA approaches to better adapt the country's fire management efforts. to the anticipated adverse impacts induced by climate change. In addition to this, the operational support officer will provide technical information and news to landowners, maintain databases and perform dispatch functions.

REQUIREMENTS:

- Matric certificate with exemption
- Excellent computer skills (Microsoft office suite)
- Must have a valid Code 8 drivers licence and own transport
- Fluent in English and Afrikaans (written and spoken)
- Must be a South African Citizen
- Must be willing to perform standby and overtime duties over weekends and public holidays as part of normal remuneration
- Must have good human relation and communication skills
- Must possess strong administrative skills
- Must have good listening and attention to detail skills

RECOMMENDATIONS:

- Tertiary qualification in Marketing, Communications, GIS or related field
- Experience with integrated fire management activities
- Marketing and communication skills
- Work Experience in a related field

RESPONSIBILITIES:

Dispatch functions

- The person will assist the partner (FPA's, DM) in dispatching it's own resources and resources of members if requested to assist with large fires
- The person will be responsible for working on the AFIS field terminal
- The person will be responsible for informing the relevant authorities of any possible fires and will be responsible to determine the position (Property name and contact details) of the fire in conjunction with the FPA managers and extension officers.
- The person will assist with better communication and record keeping at certain fires and will be responsible to implement FPA radio and tele-communication plan.
- Disseminate daily weather and FDI's to relevant parties.
- The person will provide additional support to the relevant Fire Dispatch and Coordination Centre as needed with: coordinating the dispatch of all relevant Air & Ground resources;

maintain communications with air and ground fire fighting resources during any operation; relay fire suppression information; report incidences of fires; maintain and activate Medical Emergency response plans

Data management & Mapping

- Source fire reports for any wild fire that occurred and populate the fire data base (responsible for overall management off the data base).
- Source reports for prescribed fires.
- Map all fires using AFIS and other field data.
- Compile quarterly fire reports on all fires within their domain.
- Assist managers, specified Municipal Fire Services and extension officers with all mapping activities e.g. Member and non member properties, high risk areas, equipment, water resources, human resources, fire breaks, veld ages.
- Manage membership database.
- Manage the members resource data base, which includes information on other organizations resources e.g. Municipalities, Forestry and Conservation bodies.
- Ensure that e-mail database are maintained and weekly updated.
- Ensure that FPA Managers and Extension officers received updated membership contact details on a weekly basis.

Media liaison

- The person must establish a line of communication with all media within the operational area (Visual, Radio, Newspapers)
- Source information and news articles from FPA Managers, Extension officers and members and have them published in a variety of media
- Assist managers with the compilation and distribution of news letters
- Manage all social media interfaces e.g. Facebook
- Manage the relevant website and source content from personnel and members

Marketing & Awareness

- The person must implement the FPA marketing strategy for their area as part of a team
- The person must manage and keep record off all awareness materials and activities
- The person must ensure awareness material is distributed by relevant staff
- Distribution of information and articles to members and key-role-players.
- Manage a Website
- Manage a Facebook page

Recruitment of new FPA members

- The person must be able to facilitate the recruitment of new FPA members via the website or Facebook page

Funding applications and sponsorship

- Identify and apply for local sponsorship opportunities
- Assist the manager in sourcing and writing funding proposals

CLOSING DATE: 15 June 2013, 12h00

PLANNED START DATE: 1 July 2013 or as soon as possible

Duration: 12 months, renewable based on performance

Salary: Market related

Send Shortened CV's (Max 3 pages) and a covering letter to:

Gloria Zitha

E-Mail: admin@fynbosfire.org.za and gloria.zitha@wofire.co.za

Fax: 086 233 7134 or 086 537 0301