

**SARAH BAARTMAN WEST
FIRE PROTECTION ASSOCIATION**

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Available Position: FPA Manager

Sarah Baartman West Fire Protection Association invite applicants for the role of Manager of the FPA in the Kouga, Kou-kamma and Dr Beyers Naudè municipal areas. The position offered is a flexible working-hours arrangement for a maximum of 16 hours per week with a possibility to increase working hours depending on growth in membership of the Association.

The Organisation

The SBW FPA was established in May 2016 as a voluntary association in terms of the National Veld and Forest Fire Act No. 101 of 1998. It is intended to cover the western part of the Sarah Baartman District in the Eastern Cape province and is affiliated to the Eastern Cape Umbrella FPA. The Association aims to contribute to the development of communities and land owners by reducing risks, loss of life, human injury, resources, and assets in veldfires and by progressively reducing impacts on property and environment while promoting the useful role of veldfires. The Association therefore aims to always manage all high risks as soon as possible and intends on continuing to educate its members about better fire management.

Role Description

The FPA Manager will be responsible for day-to-day management of the FPA and will play an important part in communication to members. The manager will report to the Executive Committee and will implement projects as directed by the Exco. Being a newly established organisation a large part of the manager's activities will involve recruitment of new members and establishment of plans and processes for each management unit in the FPA.

Key Responsibilities

Establish an Integrated Fire Management Plan for the FPA

Establish Fire Management Units and organise members to participate

Marketing of FPA and recruiting of new members

Support members during fire emergencies and mobilise resources when needed

Facilitate burn permit applications

Communication to members

Build relationships with neighbouring FPA's and establish co-operation agreements

Facilitate training services and motivate members to undergo training

Administrative tasks: Record keeping of fire statistics

Upkeep of member's register

Build relationships with Local Municipal Fire Services

Work towards uniform processes with all Local Municipalities in our area

Reporting to the Executive Board and Department in terms of the National Veld and Forest Fire Act

Attend meetings of the Provincial FPA

Mobilise resources and multi-stakeholder engagement

Requirements

The manager should have a valid driver's license and must use his/her own transport which will be compensated with a kilometre based travel allowance.

Be able to start up with own computer, cell phone and office equipment until such equipment can be supplied.

Qualifications:

Minimum matric.

A qualification in business management or project management will be an advantage.

Work Experience:

Minimum of 8 years working experience with 3 years in a management position.

Any of the following environments are desirable: Fire Services, Agriculture, Forestry, Nature Conservation.

Skills:

Excellent human relations and communication skills

A good knowledge of local area and stakeholders residing in the area

Proven ability of strong administrative and report writing skills

High competency in MS Word, MS Excel and Outlook or similar computer programs

Fluent writing and communication in English and Afrikaans is essential

Use of Google Earth and other GIS mapping tools

Location:

The FPA manager is required to travel throughout the Sarah Baartman West area which includes the Koukamma, Kouga and Beyer Naude Local Municipal areas. It stretches from Joubertina towards Kareedouw, Humansdorp, Jeffreys Bay and Thornhil in the south and up to Steytlerville and Willowmore in the north. He or she should be familiar with the environment and people of the area.

The manager will be home based until an office has been established in Kareedouw or Humansdorp.

Working Hours:

This is a part time position with a flexible working hours arrangement.

The manager should be available on cell phone at all hours during emergencies. He should be willing to meet with members or partner organisations after hours when it suits them.

A maximum of 16 hours per week can be allowed. The hours can be reduced based on affordability to the FPA. (The FPA is a voluntary organisation which is dependent on variable membership.)

Compensation

An hourly tariff will be negotiated based on qualifications and experience.

Allowance for travel, cell phone and computer expenses.

No fringe benefits.

Applications

To apply for the job please send your CV, at least three references with direct contact detail and a motivational letter describing why you would be the ideal candidate for the position.

Email: sbwfpa@gmail.com

Closing Date: 31 August 2017

Candidates will be shortlisted and will receive an invite for a personal interview by 14 September 2017.