

**SARAH BAARTMAN WEST
FIRE PROTECTION ASSOCIATION**

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<http://sbwfp.co.za>



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 full-time permanent post.

JOB DESCRIPTION

Position:	FPA Manager
Function:	Integrated Fire Management
Reporting To:	Executive Committee
Term:	Permanent
Location:	Kareedouw, Eastern Cape
Application Closing Date:	17:00, Friday 20 May 2022
Position Available:	From 1 June 2022
Working Hours:	40 hrs. per week
Salary:	R12 000 to R18 000 pm, based on experience
Special Conditions:	During fire season the applicant will be expected to be on call and must be willing to work flexible and long hours. Own vehicle.

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 covers 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 high risks as soon as possible and 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. 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

Implementing the general strategic direction given by the SBWFPA Executive Committee

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 and communication to members

Support members during fire emergencies and mobilise resources when needed

Facilitate training services and motivate members to undergo training

Facilitate burn permit applications

Build relationships with Local Municipal Fire Services and work towards uniform processes within all Local Municipalities

Administrative tasks: Record keeping of fire statistics, Upkeep of member's register

Maintain the Geographic Information System

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

Attend meetings of the Provincial Umbrella FPA

Mobilise resources and multi-stakeholder engagement with Working-on-Fire and neighbouring FPA's

QUALIFICATIONS & EXPERIENCE

Minimum Qualifications & Training

- A relevant tertiary qualification with experience in areas of forestry, agriculture, environmental management or conservation.
- The applicant must be in possession of a valid driver's license and own vehicle.
- Former fire management training (eg Fire Boss) and/or Incident Command System (ICS) training will be beneficial.

Minimum Work Experience

- Experience in a management position.
- Experience in integrated fire management.

Recommended Work Experience

A combination of the following experience will be beneficial:

- Client service in the agriculture, conservation or commercial forestry sectors
- Knowledge & experience of veld fire management & suppression in the fynbos biome
- GIS Mapping
- Awareness Campaigns
- Training

Knowledge

- Strong and fully competent level of computer literacy (MS Excel, MS Word, Email and social media).
- Strong knowledge of geographical concepts such as map reading and Geographical Information Systems. Proficiency in Google Earth and QGIS.
- Confident understanding of the National Veld & Forest Fire Act (NVFFA).
- Familiarity with other relevant South African legislation such as the Fire Brigade Services Act, the National Forest Act and other relevant environmental legislation.
- A good knowledge of the local area will be beneficial.

Location

The manager will be based in Kareedouw.

The FPA manager is required to travel throughout the Sarah Baartman West area which includes the Koukamma, Kouga and Beyers Naude Local Municipal areas. It stretches from Joubertina towards Kareedouw, Humansdorp, Jeffreys Bay and Thornhill 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.

Working Hours

Full-time position, eight hours per day, five days per week.

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.

Compensation

A monthly salary between R12 000 and R18 000, depending on experience.

Allowance for travel and cell phone expenses.

No fringe benefits.

Applications

Applicants must please send a shortened CV (2 - 3 pages) and a motivational letter describing why you would be the ideal candidate for the position and describe one main achievement in your life or career.

Email: sbwfpa@gmail.com

Closing Date: 17:00 on 20 May 2022

Candidates will be shortlisted and will receive an invite for a personal interview by 24 May 2022.

Please note: If you do not receive a response, please consider your application unsuccessful. SBWFPA management reserves the right to change the scope of the work as required. SBWFPA reserves the right to not fill the advertised position.