

Greater Overberg Fire Protection Association

Fire Station, Long Street, Bredasdorp, 7280. Tel: +2728 425 1690

www.overbergfpa.co.za

Job description

Position: Project Coordinator

Business function: Awareness and Liaison

Term: 2 year Fixed Term position

Application closing date: 12h00; 25 September 2015

Planned start date: As soon as possible

Application process:

- Send Shortened CV (Max 3 pages)
- E-Mail: manager@overbergfpa.co.za
- For more information the GO FPA manager, Louise Wessels can be contacted on: 0833270477

Please note:

- If you have received no response within 5 days your application was unfortunately not accepted
- The lowest quote will not necessarily accepted
- The FPA management reserve the right to change the scope of work as required

CENTRE: Greater Overberg Fire Protection Association (GO FPA) - Bredasdorp Office/Overberg District)

Job summary

This position is responsible for the day-to-day project coordination and management functions of the GO FPA. It is the role of this position:

- to serve as the liaison and intermediary between the GO FPA, its members and external stakeholders;
- to advise, create awareness and provide information; as well as
- negotiate solutions which benefit the GO FPA, its members, stakeholders and the community.

Qualifications and experience:

Minimum qualifications and training:

A relevant qualification or proven experiential learning in at least one of the following: environmental, conservation or agriculture studies.

Recommended qualifications and training:

A qualification in Public Relations / Marketing / Communication

Minimum work experience:

- 3 years working in an awareness role in an environmental, conservation or agriculture environment
- Strong project management, coordination and implementation experience

Recommended work experience:

A combination of the following:

- Client service in the agriculture/conservation sector
- Experience or good understanding of wild fire management planning and services
- Experience in the fire prevention environment
- GIS mapping
- Marketing and awareness campaigns
- Creating content for publications

Knowledge

- Familiarity with the South African Environmental Legislation
- Strong knowledge of geographical concepts, map reading and geographic information systems
- A good knowledge of local area and stakeholders residing in the area (Overberg District)
- MS Office Suite
- Internet, Social Media

Skills and abilities

- Very strong and proven facilitation, persuasion and negotiation skills
- Strong organising skills
- Excellent verbal and written communication skills in both Afrikaans and English
- Strong interpersonal and client service orientation
- Excellent computer and internet skills and understanding
- Ability to deal with multiple tasks simultaneously
- Ability to work independently and under pressure
- Proactive nature and the ability to take initiative

- Team player and reliability
- Strong work ethic
- Positive attitude and self-motivated
- Ability to offer advice without offending

Essential competencies

- **Managing Relationships** – Works to build and maintain warm, friendly and constructive relationships with colleagues, partners and clients/members and is responsive to the needs, feelings and opinions of others.
- **Planning and organizing** – Able to prioritize and plan multiple tasks and yet be flexible and adaptable in revising plans and priorities on short notice in order to achieve the objectives.
- **Problem solving** - Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges.
- **Sense of urgency** – Able to cope with pressure and show ability to deal with urgent matters.
- **Action Orientation** – Initiates action to achieve objectives within set deadlines and pro-actively takes responsibility for achieving work objectives, as well as shows willingness to go the extra mile.
- **Decision-making** – Must be able to come to a conclusion or decision, whether it be to further an investigation or for purposes of recommendation/ escalation to management.
- **Teamwork/Cooperation** - Readily sharing information, knowledge and personal strengths. Seeking to understand and building on differing perspectives of others to enhance team efficiency and quality outcomes.
- **Public Speaking/Presenting** - The act, art, or process of making effective speeches before an audience.
- **Negotiating** - Understanding and applying the principles, practices and techniques related to negotiation, with external and internal clients/ personnel/stakeholders.
- **Resilience** – Able to tolerate and persevere in a re-active environment. The tolerance to deal with conflicting information. Displaying the perseverance, energy and drive to persist, despite interruptions and unforeseen/ unexpected changes until tasks have been successfully completed.
- **Systems knowledge** – be familiar with working on computer applications (MS Office, Word, Excel, email, GIS mapping, AFIS, Databases, relevant

financial administration application).

- **Adaptability** – willingness to learn and adjust to a changing work environment.

Liaison

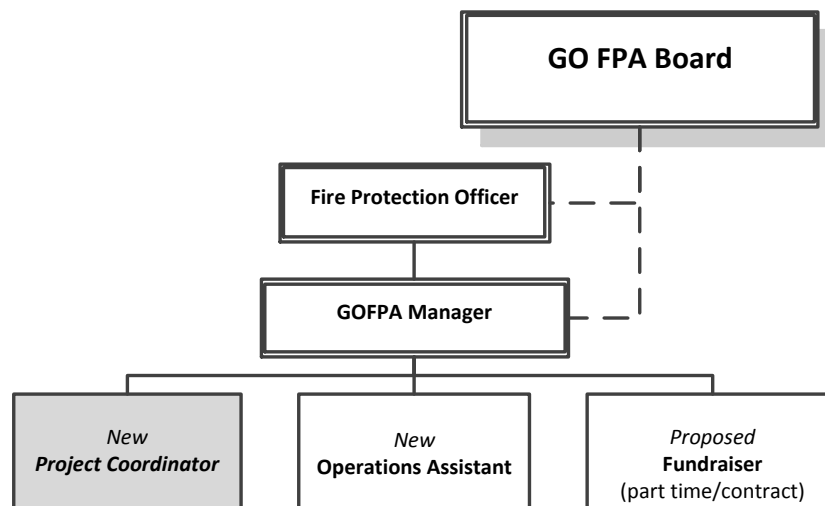
Internal:

- FPO
- GO FPA Manager
- Operations Assistant
- Other staff of GO FPA

External:

- GO FPA members and their representatives
- Fire departments
- Partner organisations
- Working on Fire
- Service providers and contractors
- Other FPA's
- Government, NGO's, Sponsors, Funders, Donors
- Media representatives (e.g. local radio and newspapers)

Organisation Structure



Key functions/ CPA's and Tasks

1. Project coordination

- Identify, research, plan and implement strategic fire prevention projects in support of the GO FPA Fire Prevention Strategy.
- Facilitate and negotiate solutions to identified high risk issues/areas and manage the implementation projects.
- Address, facilitate and negotiate solutions to members' needs (fire breaks, fire management plans, controlled burns) and manage, monitor, encourage and guide the implementation of these solutions.
- Engage the senior members of the Fire Department to advise, guide and train members regarding all aspects of fire management including their legal obligations.
- Provide information on all aspects of fire prevention and fire fighting.
- Assist members in their decision-making and ensure that appropriate knowledge is implemented to obtain the best results.
- Encourage members to adopt best practice techniques by providing exposure to new knowledge, information, skills, inputs and processes
- Engage the senior members of the Fire Department to assess individual properties and make technical recommendations.
- Facilitate practical solutions to fire prevention challenges faced by members.
- Assist members in preparing applications for exemption from the duty to prepare and maintain fire breaks.
- Stay abreast of new knowledge becoming available and pass on to interested parties.
- Communicate and disseminate pre-fire season information as widely as possible.

2. Training

- Identify training needs of members and their employees in conjunction with the FPA Manager.
- Compile annual training goals and implementation plan in conjunction with the FPA Manager.
- Identify, source and coordinate training programs to address the identified needs with the assistance of the Operations Assistant.
- Evaluate training to determine its effectiveness and address appropriately.

3. Liaison

3.1 Internal

- Facilitate information and communication flow between FPA and members.
- Regularly meet with landowners and stakeholders.

- Organise and co-ordinate meetings, workshops and events together with the Operations assistant.
- Take and/or compile and distribute minutes of all meetings held and send all decisions taken to Operations Assistant for record keeping.
- Facilitate cooperation and communication between members.
- Facilitate the organising or re-organising of members into FMU's and assist, oversee and coordinate their activities.
- Assist with the inclusion of new members into existing FMU's and facilitate smooth incorporation.
- Assist with conflict management and mediation amongst members and between members and other parties/stakeholders as it arises.
- Facilitate quick and efficient communication amongst the FPA, members and the FPO in the event of a fire.

3.2 External

- Support the FPA manager in liaising with DAFF and other relevant local, provincial and national government structures, relevant agriculture associations, businesses, insurances companies and NGO's.
- Liaise closely with Fire Departments and provide coordination and other services as needed during fire fighting operations.
- Engage the services of other related organisations e.g. Working on Fire.
- Build partnerships with relevant stakeholders and role-players.

4. Awareness

- Compile and implement a Fire Prevention Awareness Plan together with FPA Manager and operations assistant.
- Plan and run a variety of awareness campaigns targeted at members, other landowners, stakeholders and the general public.
- Organise and manage awareness events; speak to a variety of relevant audiences at various gatherings
- Give informative talks, hand out pamphlets and information at various gatherings.
- Source and compile relevant content and articles and publish through a variety of online and print channels with the assistance of the operations assistant.
- Liaise with media to give interviews and share information regarding fire related issues.
- Source the latest information regarding relevant issues such as insurers' requirements and rules and share with colleagues, members and other stakeholders.

5. Marketing

- Contribute to the GO FPA marketing and member recruitment strategy.
- Develop and implement member recruitment campaigns together with the FPA Manager and the operations assistant.
- Consistently promote the brand of the GO FPA.

- Contribute to all marketing and awareness efforts run by the GO FPA.
- Enhance the online and social media presence of the GO FPA.

6. Information gathering and reporting

- Gather and verify all relevant data regarding members and their properties while in the field.
- Pass information on to operations assistant for mapping and inclusion in various databases.
- Map member properties, risk areas, fire breaks, water sources, equipment locations, buildings etc. while in the field and pass on to operations assistant.
- Gather historical burn data if necessary.
- Identify and interpret current needs for research in the region and suggest research priorities to research partners.
- Make suggestions on how the GO FPA's purpose and goals can be attained more effectively.
- Keep FPA manager up to date as to progress on set objectives, as well as trends observed in the field.
- Contribute input to the Annual report and all other formal reports to the FPO, the Board, DAFF and other government structures.

7. Dispatch

- Assist the operations assistant as needed with all dispatch functions during fire fighting operations.

8. Fundraising

- Identify and apply for sponsorship opportunities.
- Assist the FPA Manager in sourcing funding opportunities and writing funding proposals