



**S A M O A F I R E A N D E M E R G E N C Y
S E R V I C E S A U T H O R I T Y**

Position Description

Position Title	Qualified Awareness Officer
Salary	\$27,559.00 p.a(SAT)
Risk and Safety Allowance	\$800.00 p.a(SAT)
Department	Fire Safety and Prevention
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Commander: Awareness & Preventions Assistant Commissioner, Fire Safety and Prevention
Internal relationships	Office of the Commissioner, Fire Suppression and Emergency Response, Corporate Services, SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none">• Other Government Ministries• Other Responding Agencies• Public & Private Sectors

Position Objectives:

To assist the Station Officer- Awareness and Fire Safety Awareness Division with Divisional Objectives in ensuring effective coordination and facilitation of Fire Safety Awareness Programs on a day to day basis, natural and human induced fire emergencies and other emergencies.

Position Duties and Responsibilities:

- Assist in monitoring effective media publications of all fire prevention awareness materials including TV, Newspaper, Social Media, Billboards, Materials Posters, and Pamphlets etc.
- Compile work plan of all Awareness that needs to be done.
- Monitors the overall building Awareness database and reports to the Division Commander
- Assist in facilitating fire warden trainings, fire extinguisher trainings and drill debriefings.
- Assist with Fire extinguisher and Industrial Warden Trainings
- Incorporates external agencies or stakeholders in awareness programs.
- Assist with compilation of divisional monthly/ quarterly reports.
- Assist with compilation of Annual work plan for evacuation and simulation exercises for all hazard goods facilities, high rise buildings and commercial buildings.
- Assist in filing of all divisional documents
- Assist in scheduling work plans of all school awareness programs.
- Submit Reports of awareness programs in a timely manner.
- Assist with compilation of monthly progress report
- Conduct Awareness Programs in Schools and Communities.
- Assist with Coordination of Booster Tests.
- Assist with Coordination of Fire Evacuation Drills
- 24/7 Standby staff personnel for Emergency Operation on scene or where needed
- Other duties as directed by the SSO, Commander and AC Fire Safety

Education & Qualification

- A relevant qualification from a professional institute or association

Knowledge and Experience

- Should have at least 2-3 years work experience in similar work environment
- Ability to work well within a team and adapt to a challenging work environment
- Can work under extreme pressure and unsupervised
- Good understanding of fire protection and suppression strategies and tools and demonstrated ability to use them
- Demonstrated ability in undertaking hazard assessment and risk analysis and cost benefit analysis
- Demonstrated ability to effectively plan and utilize available resources to implement risk reduction measures
- Demonstrated ability in daily planning, conduct building inspection/investigation
- Sound knowledge of building related legislations including by not limited to SFESA Act 2007 /regulations

- Good understanding of available risk management strategies and tools and demonstrated ability to use them

Personal Attributes

- Positive 'can do' attitude.
- Professional.
- Trustworthy with strong moral ethics.
- Common sense, practical and results focused approach.
- Possess cultural awareness and sensitivity High level of professionalism service
- Is an experienced licensed driver (both manual and automatic transmissions)
- Fluent in both Samoan and English

Skills and Abilities

- Excellent Leadership skills and abilities
- Motivates team members to improve performance
- Excellent Communication skills both written and verbal in English
- Excellent Decision making skills.
- Excellent Report writing skills
- Multitasking skills
- Advance knowledge in computing reporting programs (Ms Office).