



## SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY

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### **JOB DESCRIPTION**

Position Title:	Assistant Commissioner
Salary:	\$94,624.00p.a - (SAT)
Risk and Safety Allowance	\$900.00p.a - (SAT)
Department:	Fire Safety and Emergency Preventions
Location:	Apia Station, Beach Road Tauese, Apia Upolu

#### **Working Relationships**

Reports to: Commissioner of Samoa Fire & Emergency Services Authority

Internal relationships: Office of Commissioner, Fire Suppression & Emergency Response Department (Operations), Integrated Emergency Medical Response Department and the Corporate Services Department.

SFESA staff

External relationships: Develop and Maintain effective relationships with the following external individuals/groups:

- *All Government Ministries and Corporations*
- *Private Sector*
- *Public Community*
- *Donor Partners*

**POSITION OBJECTIVES:**

To uphold the position of Assistant Commissioner for Fire Safety and Emergency Prevention Department (Safety) within the Samoa Fire and Emergency Services Authority (SFESA), the appointed officer is required to, at the satisfaction of the Commissioner, continually and efficiently.

**DUTIES:**

The Assistant Commissioner for Fire Safety and Emergency Prevention (Safety) will perform the following duties:

1. Work under the guidance of the SFESA Commissioner in accordance with the requirements of the Samoa Fire Emergency Services Authority Act 2007.
2. Provide direction, management, control and operation of Fire Safety and Fire Prevention Department
3. Increase public awareness on Fire Safety and Fire Prevention
4. Achieve approved budgetary targets set by MoF and Authority pursuant to SFESA Legislations:
  - Hot Works Permits Legislation
  - Building Plans Legislation
  - Insurance Fire Levies Legislation
  - ACC Legislations
5. Maintain an accurate inventory of all SFESA Fire Safety:
  - Reports
  - Audits
  - Building Plans and Compliance
  - Building and Hazardous Goods Inspections
  - Fire and Disaster Drills
  - Presentations
6. Lead in undertaking investigations and accurately report on causes of fire in a timely manner
7. Make sure that there are well-developed plans for easy evacuation of people in a building in the case of a fire outbreak
8. Monitor performance measures in accordance of Annual Plan, Quarterly Plan and Corporate Plan in quality, quantity and schedules
9. Provide an accurate reporting system on all activities performed by the Samoa Fire and Emergency Services Authority Fire Safety Department on a quarterly and annual basis.
10. Emergency briefing update with the Commissioner on daily and weekly basis.

11. Lead in the provision of prescribed Fire Safety trainings to all SFESA operational employees to ensure the best customer services are provided to all external networks
12. Continually conduct comprehensive workshops, exercises, practical drills and other forms of Fire Safety training and delivery with the aim of reducing the risks within the country of Samoa
13. Maintain compliance standards to ensure safety and effectiveness of all building infrastructures.
14. Ensure safety team that attends a wide variety of emergency incidents and dangerous goods including hazardous environments in order to mitigate loss of live and damage to property
15. Mentor and motivate staff to achieve departmental and individual targets and goals

### **SELECTION CRITERIA AND CORE COMPETENCIES.**

#### **1. Educational Qualifications and Work Experience Specifications**

- a) A Degree or Qualification related to fire engineering or related field for a period of 5 years
- b) Must have sound knowledge and understanding of legislations governing work of SFESA
- c) Knowledge and understanding of the Government of Samoa's planning framework
- d) Sound understanding of fire codes and code enforcement, safety regulations, building inspection techniques, hazard assessment, national security, fire suppression and emergency service issues.
- e) Sound knowledge of Government operations appropriate to the position, not limited to internal and external safety standards

#### **2. Leadership Competencies**

- a) Ability to recognize opportunities that the Authority can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Authority's vision and mission.
- b) Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms.

#### **3. Managerial Expertise**

- c) Demonstrates understanding of emergency management principles particularly in a firefighting environment and strategic planning.

- d) Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes.
- e) Build effective teams and relevant systems within the Authority to ensure effective and efficient Fire Safety operations.

**4. Intellectual and Technical Competencies**

- a) Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.
- b) Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters.
- c) Makes sound decisions based on common sense, experience and good judgment without prejudice.

**5. Values and Professionalism.**

- a) Possess appropriate values and belief in what is best for the common good.
- b) Is widely trusted and is seen as a direct and courageous individual.
- c) Personifies core values of professionalism, honesty and integrity, innovation, commitment, team work and unity, health and safety, gender equality, transparency and accountability.
- d) Demonstrate self-awareness and commitment to personal development.

**6. Building and Sustaining Relationships.**

- a) Nurtures internal and external relationship
- b) Facilitates cooperation and partnerships
- c) Values individual's differences, strengths and potential and harness these to achieve the Authority's vision
- d) Develops, guides and monitors employee's performance.

**REMUNERATION**

**1. Salary**

The salary for the position is SAT\$94,624.00 per annum before tax plus Risk and Safety Allowance of \$900.00p.a. This amount is inclusive of 10% employee contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.

**SECURITY CLEARANCE**

The appointment is contingent upon a police record check, medical report and general security clearance.

Note: The above do not constitute a legally binding offer. All the terms and conditions of employment will be included in the Contract of Employment.