



**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**

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## **Position Description**

Position Title	Station Awareness Officer
Salary	\$34,438.00p.a(SAT)
Risk and Safety Allowance	\$800.00p.a
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"><li>• Other Government Ministries</li><li>• Other Responding Agencies</li><li>• Public &amp; Private Sectors</li></ul>

### **Position Objectives:**

Assist the Fire Safety (Awareness) Division with Divisional Objectives to ensure 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:**

- Monitors effective media publications of all fire preventions awareness materials, including TV, Newspaper, Social Media, Billboards, Materials Posters, Pamphlets etc
- Facilitator for fire wardens training, fire extinguishers training and drill debriefing
- 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
- Schedule Annual 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 Fire Extinguisher and Industrial Warden Trainings
- Assist with Coordination of Fire Evacuation Drills
- Assist with Coordination of Booster Tests
- Assist in monitoring and updating of Social Media Account for Authority
- 24/7 Standby staff personnel for Emergency Operations
- Other Duties as Directed by Commander or Assistant Commissioner: Fire Safety

### **Education & Qualification**

- Degree or relevant from a Recognised Professional Institution or Association;

### **Knowledge and Experience**

- At least 3 years relevant work experience in Public Awareness Programs, Teaching, Fire
- Maintain strict confidentiality in performing duties of the Station Officer;
- Sound knowledge of all relevant legislations and mandates governing the Authority's operations in particular Fire and Emergency Services activities as well as risk reduction programs
- Demonstrate sound work ethics as Senior Station Officer.
- Demonstrated ability to effectively plan and utilize available resources

### **Personal Attributes**

- Respectful, Honest and trustworthy;
- Possess cultural awareness and sensitivity;
- Flexible, Standby for Emergency Operations where needed
- High level of professionalism service
- Valid Driver's License (both Manual and Auto Transmission)

### **Skills and Abilities**

- Excellent analytical and report writing skills
- Excellent verbal and communications skills.
- Advanced Computer Skills in MS Office programmes.
- Fluent in Both Samoan and English