

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: PROTECTION SERVICES

FIRE OFFICER (P8) (MUCKLENEUK CAMPUS)

(Ref: Protection Serv/FireOf/P8/st-2023)

The purpose of this position is to promote, encourage and improve the science of fire safety/fire prevention and practice of fire engineering and all expedients thereof. The incumbent must be able to raise awareness to the staff, students, and visitors of Unisa against the threat of fire by means of:

- ✓ fire safety
- ✓ fire prevention
- ✓ provision of on-the job fire risks assessment
- ✓ inspection and maintenance of fire equipment
- ✓ Fire training

Requirements

- Grade 12 Matric plus a relevant Bachelor degree or National Diploma and/or equivalent to a National Fire Technology Diploma (FPA and IPE)
- Four years' relevant experience, preferably in a Tertiary environment
- Drivers licence – Code B

Knowledge, Skills and Abilities

- Sound knowledge of fire protection and prevention
- Knowledge of the relevant legislation (OHSA, SABS 0400/SANS 10400) and best practices
- Knowledge of Microsoft Office packages
- Good interpersonal and communication skills (listening, verbal and written)
- Must be ethical, dependable and show initiative
- Must be customer service-oriented
- Must have good coordination, negotiation and conflict resolution skills
- Must have sound judgement, advice and decision-making skills
- Must be flexible and adaptable to change
- Ability to plan, organize, lead and execute tasks
- Ability to work independently, as well as harmoniously within a group
- Ability to work under pressure, maintain confidentiality and with adherence to deadlines

Recommendation

- Professional membership of the SAQCC

Duties

- Fire-fighting and support to emergency controllers
- Fire safety, (inspections, planning and recommendations)
- Fire prevention / (fire protection system)
- On-the-job Fire training
- Fire equipment maintenance

- Administration and budget review
- Research and development

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the Position

Closing date: **14 June 2023**

Enquiries: (012) 441 5847 (Mr V Khethani: Protection Services)
(012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- The completed **prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies of original certificates (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications
- The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://staff.unisa.ac.za/vacancies> or <https://www.unisa.ac.za/vacancies>
- Completed applications can be e-mailed to **thaves@unisa.ac.za**
- The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be employed, a contactable reference from your previous employer must be provided. UNISA is not obliged to fill an advertised position.
- **Late, incomplete and incorrect applications will not be considered.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



- All applications should reach UNISA before 16h00 on the closing date.
- Correspondence will be limited to shortlisted candidates only, If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.