CIVILIAN JOB DESCRIPTION
HQ EUFOR
SARAJEVO, BOSNIA AND HERZEGOVINA
HUMAN RESOURCES MANAGEMENT OFFICE

PART I – JOB IDENTIFICATION

Post no.: CI HQE 101
Headquarters: HQ CAMP CMDT
Branch: OPERATIONS
Section: FIRE DEPARTMENT
Job title: FIRE CHIEF AND SAFETY OFFICER
Nationality: EU Nation
Date of validation: 06-Apr 2021
Duty location: Sarajevo

Service: Civilian
Grade: MCIV/ICC-4

PART II – DUTIES

A. POST CONTEXT:
The HQ CMDT Fire Department provides fire prevention, fire protection, crash rescue firefighting, hazardous material response, and safety to personnel, facilities and equipment in Camp Butmir. In addition to the contribution to required fire safety and emergency procedures regarding CONPLAN NERO.

The Fire Chief and Safety Officer has overall responsibility for Command and Control at the Fire Ground/incident location and co-ordination with other emergency responders. He/she is a principle advisor for the HQ Commandant and other branches of HQ EUFOR/NHQ Sa on all issues regarding Fire Protection for personnel, facilities and equipment. In addition the post is responsible to the HQ Camp CMDT for management of Health and Safety in Camp Butmir.

B. REPORTS TO:
HQ COMMANDANT THROUGH DIRECTOR OF PUBLIC WORKS (DPW)

C. PRINCIPAL DUTIES:
1. Responsible for all fire incident investigations and provides appropriate documentation.
2. Develops, formulates and enforces Fire Safety policies and Standing Operations Procedures (SOP’s).
3. Responsible for development & management of Health and Safety policy in HQ EUFOR/NHQ Sa
   Supervises 28 local civilian fire personnel.
4. Develops work and leave schedules, and conducts annual performance ratings for all fire personnel.
5. Plans and manages fire training requirements for all fire personnel.
6. Responsible for all fire trucks and firefighting equipment with associated maintenance and inventory schedules
7. Prepares and maintains all Fire Safety related statistical data and documentation.
8. Responsible for overall Fire & Safety Inspections to all facilities and areas.
Arranges meetings, orientations and special training with Host Nation Fire Departments to ensure appropriate fire protection to facilities, personnel and equipment at remote locations.

Prepares annual budget to determine annual and long range funding requirements.

Prepares and conducts Fire Prevention and Safety Briefings for HQ EUFOR/NHQ SA personnel.

**D  ADDITIONAL DUTIES:**

- Implements, executes and supervises a Safety and Work Place Accident Prevention Program for all personnel, facilities and operations on Camp Butmir.
- Determines requirements of Personal Protective Equipment for all personnel working in hazardous areas or with machinery.
- Performs Personal Injury and Accident investigations.
- May be required to travel for official duty within and outside EUFOR Theatre of Operations.
- Performs other duties as assigned.

**PART III – QUALIFICATION**

**A. ESSENTIAL QUALIFICATIONS:**

1. **Professional Experience:**
   - Extensive knowledge and experience with regard airport fire service / Crash Rescue Service.
   - Professional and managerial competence to plan, direct and evaluate performance in all areas of professional activity.
   - To hold a current relevant fire supervisory qualification with proven incident Command and Managerial experience.

   Professional qualification in Health and Safety Management

2. **Education / Training:**
   - Recognized Certification as Fire Officer 1 (minimum).
   - Qualification and experience in Health & Safety management.
   - Trained and qualified in Fire Safety, Fire Risk Management & accident prevention.

3. **Security Clearance:**
   EU Security Clearance

4. **Language:**
   - English: Good
   - Bosnian / Croatian / Serbian: Fair

5. **Standard Automated Data Processing (ADP) Knowledge:**
   - Word processing: Basic knowledge
   - Spreadsheets: Basic knowledge
   - Presentation: Basic knowledge
   - Database: Basic knowledge
B. **DESIRABLE QUALIFICATIONS:**

1. **Professional Experience:**
   - Have a Working Knowledge of STANAGs.
   - Experience with Military installations, facilities and Fire Safety Requirements.
   - Experience of duties in a multinational military environment.

2. **Education / Training:**
   - Certification as Fire Inspector and Radiation Protection Officer.

3. **Language:**
   - English: Very Good
   - Bosnian / Croatian / Serbian: Good

4. **Standard Automated Data Processing (ADP) Knowledge:**
   - Word processing: Intermediate knowledge
   - Spreadsheets: Intermediate knowledge
   - Presentation: Intermediate knowledge
   - Database: Basic knowledge

C. **CIVILIAN POSTS:**

**Personal Attributes:**
Adherence to company procedures. Seeks approval from correct authority for changes. Ability to maintain social, organisational, and ethical norms in job-related activities. Ability to evaluate data and courses of action and to research logical decisions. Unbiased, rational approach. Willingness to participate as a full member of team of which the jobholder is not necessarily leader; effective contributor even when team is working on something of no direct personal interest.

**Problem Solving:**
The work covers many similar or dissimilar tasks which normally require personal, intellectual and technical skills. The work may have many aspects, but is closely linked within the same subject area.

Problems broadly similar in nature with differing situations often raising new issues require solutions involving interpretative thinking, analysis and choice of a decision among several possible courses of action.

**Managerial Responsibilities:**
Controls and influences daily work priorities of an element in accordance with rules and regulations. May be involved in the direction, planning, coordination and review of the work of others. Some degree of external coordination is required.
Professional Contacts:
Regular professional contacts inside and/or outside immediate activity on functional matters. Solicits and gives information and provides advise/guidance. May negotiate at own level and should use initiative. These contacts, within designated levels of authority, could commit the organizational element to a course of action. Requires normal courtesy, understanding and tact in dealing with others.

Contribution to the Objectives:
The work covers many similar and/or dissimilar tasks which require analysis and research skills within the same subject area. Although clear guidance and standard rules/regulations are available, ability to analyze and solve problems is needed to deal with specific issues. Performance of duties directly impacts the objectives, efficiency, image and the financial resources of the HQ.

Impact of Work Environment:
The work environment has extremely undesirable effects on the work performed. Regular exposure to noise, dust, heat, oil, fumes, difficult and dangerous technical working conditions with a higher risk to health and safety.

D. REMARKS:

EMPLOYMENT CONDITIONS

Once the position is formally approved, the successful candidate will be offered a 12 month initial contract which may be followed by an extension contract, subject to satisfactory performance, and the continued operational need/funding for the position. The starting salary for an MCIV/ICC-4 position is EURO 5,283.00 per month (exempt from local taxation). Other employment benefits include:
• Affiliation to a Group Medical Insurance Scheme (premiums shared);
• 24 annual leave days per calendar year;
• 4 fixed and 6 floating official holidays;
• Installation allowance equal to one month’s salary if applicable;
• Removal allowance equal to one month’s salary if applicable;
• Travel expenses to and from HQ upon taking duty and end of tour

WHO CAN APPLY?

Internal and external candidates who are nationals of a EU member country or Troop Contribution Nations are invited to apply for this vacancy notice. In order to apply, all candidates (internal and external) must fill in and submit the EUFOR application form available on our website http://www.euforbih.org/eufor/index.php/vacancies-

Documents should be submitted by email to: vacancies@eufor.europa.eu

Applications which do not meet the above-mentioned prerequisites will be automatically rejected.

Due to the broad interest in HQ EUFOR and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates selected for the interviews will be further contacted by the HQ EUFOR recruitment board.