



Western Cape Umbrella Fire Protection Association NPC,
Newlands Forest, Union Avenue, Newlands, 7700, Tel: 021 689-7438/9, Fax: 021 685-5944

VACANCY: WCUFPA ADMINISTRATIVE MANAGER

TERMS OF REFERENCE

A one year contract position currently exists for an Administrative Manager with the Western Cape Umbrella Fire Protection Association (WCUFPA) based at the Newlands Fire Base. This position will assist the WCUFPA Chairperson and Executive Committee in achieving the goals and objectives of the WCUFPA.

Being a key position, the successful candidate would have to be a highly motivated individual with the necessary skills and expertise to take immediate responsibility for the day to day administrative, secretarial and marketing functions of the WCUFPA. Reporting to the Chairperson of the Executive Committee, the Administrative Manager will be responsible for providing a professional and integrated managerial service to the WCUFPA and its members.

Requirements:

- Prospective applicants should preferably have a National Diploma in Public Administration/Management or an equivalent tertiary qualification supported by 3 years relevant practical experience;
- Should have a sound knowledge of government practices and procedures especially with regards to budgetary control;
- Be fully conversant with the drafting of Annual Budgets and Annual Plan of Operations;
- Experience in the drafting of reports (monthly, quarterly and annually) and correspondence;
- Must be competent in the use of Microsoft Office Suite, including Excel, Word, Outlook, PowerPoint, etc.;
- Possess a valid South African Code 08 drivers licence;
- Must be a South African citizen;
- Have a mature and responsible approach to the work involved;

Western Cape Umbrella Fire Protection Association (WCUFPA) Executive Committee:
P.J. Prins (**Chairperson**), B. du Preez (**Vice-Chairperson**), Vacant (**Manager**), P. Gallagher (**Treasurer**),
P. Gerber, C. du Plessis, L. Wessels, D. Nortje, T. Marshall, P. Cluver, B. Senekal, P. Shone, L. Du Plessis

- Must be fluent in both English and Afrikaans;
- Must be tactful in dealing with members as well as officials from various Government Departments;
- It would be an advantage to be competent in ArcView / Quantum GIS;
- Must be able to maintain membership databases;
- Should be willing to travel and work away from home;
- Must provide his/her own transport and housing (transport cost will be reimbursed for official purposes); and
- Must be prepared to attend training and capacity building programs.

Responsibilities:

- Drafting of annual budgets for WCUFPA and submitting of budget to the Department of Agriculture, Forestry and Fisheries (DAFF) for additional funding for members of the WCUFPA;
- Arranging and attending relevant meetings and workshops as and when requested by the WCUFPA Chairperson, Vice-Chairperson and Executive Committee;
- Working in conjunction with the WCUFPA Chairperson and Treasurer and assist with all aspects of the business incl. payroll; financial management; assets; budgeting; expenditure; purchases etc.;
- Preparing quarterly and annual financial statements;
- Liaise and assist FPA General Managers from member FPAs on operational, administrative and marketing functions;
- Arranging and organising quarterly WCUFPA Executive Committee Meetings, taking of minutes at meetings;
- Liaise with officials from Working on Fire (WoF), DAFF Head Office as well as Fire Advisors with regards to administrative matters;
- Liaise with all parastatals, e.g. Eskom, Transnet, SANRAL with regards to membership;
- Promote membership by encouraging landowners to join member FPAs;
- Ensuring compliance with relevant policies and legislation;
- Assisting with National, Local and Provincial government negotiations;
- Dealings and negotiations to improve collaborative environments with District Municipalities' Fire and Rescue Services, South African National Parks, CapeNature, Expanded Public Works Program, Provincial Government of Public Works, Provincial Disaster Management, Western Cape Provincial Government, Department of Agriculture, Forestry and Fisheries , MTO Forestry, Working on Fire, SANRAL, Eskom, Transnet Freight Rail; Kishugu Aviation etc.;
- Develop and implement best practice within management mandate;
- Facilitate, coordinate and provide strategic input to maximize intergrated outcomes;

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- Negotiate with donor organisations for assistance and organise and manage fundraising activities.

REMUNERATION: A negotiable salary package is on offer, commensurate with qualifications and experience.

CLOSING DATE FOR APPLICATION: 15th January 2016

DATE OF JOB COMMENCEMENT: ASAP

Queries: Philip Prins 021 689 – 7438 / 9

Please submit a letter of application, including CV and relevant certificates with recent contactable references to:

Philip Prins

Email: philip.prins@sanparks.org

Or to: Fax: 021 685 - 5944

Candidates who have not been contacted within 7 days after closing date must please assume that their applications were not successful. The Western Cape Umbrella FPA reserves the right not to make an appointment.

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