

## Position Description

Vacancy Title: **Chief Fire Officer**

Location:

Reports To: **None**

### Objective

The Chief Fire Officer is responsible for providing executive leadership, strategic direction, and operational command across all fire, rescue, emergency management, prevention, preparedness, response, recovery, regulatory, and community protection services of the National Fire Authority. The role ensures effective governance, operational readiness, statutory compliance, financial sustainability, workforce capability, and service excellence in protecting life, property, infrastructure, and the environment.

### Outcomes

#### Capital Stakeholders (Owners)

##### 1. Organisation managed in line with the strategic plan

- Strategic advice provided to the CEO and Authority on fire and emergency services strategy, emerging risks, operational priorities, and sector developments
- Strategic Plan, Corporate Plan, Annual Business Plan, and performance commitments translated into measurable operational delivery outcomes
- Organisational resources aligned to strategic priorities and service obligations
- Long-term operational capability and infrastructure planning developed to support national resilience and future service demand
- Organisational performance monitored and corrective actions implemented to achieve agreed targets
- Strategic partnerships developed across Government, emergency agencies, industry, and communities
- Policy and operational recommendations developed to strengthen organisational effectiveness and service delivery
- Executive reporting provided to support informed governance and decision making

#### Organisational Stakeholders

##### 1. NFA Operations managed effectively

- National fire and emergency operations directed and controlled to achieve safe, effective, and timely response outcomes
- Human, financial, fleet, infrastructure, and operational assets optimised to maximise service delivery and organisational value
- Operational readiness, response capability, and emergency deployment standards maintained across all stations and functions
- Service delivery frameworks implemented to improve efficiency, quality, and customer outcomes
- Fleet, equipment, facilities, and operational assets maintained to support operational continuity and regulatory compliance
- Operational risks identified, mitigated, and monitored through structured risk management processes
- Community fire safety programmes delivered to reduce incidents and improve public preparedness
- Volunteer Fire Brigades governed and supported to maintain capability and community engagement
- Commercial services including structural fire safety, inspections, approvals, training, and advisory services managed to achieve revenue and compliance outcomes
- Cross-functional coordination strengthened across prevention, preparedness, response, recovery, and business support functions

##### 2. Leadership and People Management strengthened

- Leadership direction established to create accountability, performance, and operational excellence across the organisation
- Workforce planning implemented to ensure capability, succession, and resource sustainability
- Performance expectations communicated and monitored through structured performance management processes
- Work plans developed and executed across annual, quarterly, monthly, and operational cycles
- Delegations implemented to support efficient decision making and accountability
- Employee engagement, wellbeing, discipline, and conduct standards maintained
- Coaching, mentoring, and leadership development programmes established to strengthen organisational capability
- Industrial and employment relations managed in accordance with legislation and organisational requirements
- Organisational culture strengthened through values-based leadership and continuous improvement initiatives

##### 3. NFA's image and value standards demonstrated and promoted

- Organisational values embedded across leadership practices, operational conduct, and service delivery
- Corporate reputation protected through professional representation and stakeholder engagement
- Public confidence strengthened through transparent communication and community outreach
- Media and public communications supported during operational and emergency events where required
- Ethical leadership and governance standards demonstrated consistently across the organisation
- Stakeholder relationships maintained across Government, communities, industry, development partners, and emergency agencies

#### Product's Stakeholders

##### 1. Statutory and operationally compliant NFA

- Compliance maintained with applicable legislation, regulations, standards, and Authority requirements including HSWA, ERP requirements, National Building Fire Code, NFA Act 1994, and operational directives
- Internal controls and governance systems maintained to support accountability and assurance
- Operational procedures reviewed and strengthened to maintain effectiveness and compliance
- Audit findings, incidents, investigations, and corrective actions managed and closed appropriately
- Enterprise and operational risks monitored and controlled through structured governance mechanisms
- Emergency preparedness, business continuity, and disaster response capability maintained
- Service standards, operational protocols, and reporting obligations achieved consistently

## 2. Emergency Preparedness and National Resilience strengthened

- National emergency readiness programmes developed and maintained
- Inter-agency coordination strengthened through planning, simulation, and joint exercises
- Disaster preparedness capability improved across communities and operational units
- Incident command capability maintained for complex and major emergency events
- Operational lessons and post-incident reviews translated into service improvements

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Other	Fire Science or Engineering Specialised training in fire and emergency operation

## Work Knowledge and Experience

At least 10 years demonstrated senior operational leadership experience within a fire authority, emergency services organisation, or comparable emergency response environment, including experience at divisional officer level or equivalent leadership capacity for candidates holding a Diploma or Degree in Fire Science, Fire Engineering, Emergency Management, Engineering, or a related discipline.

For internal applicants, serving Divisional Fire Officers must demonstrate a minimum of 25 years of operational firefighting experience, including at least 5 years operating at Divisional Fire Officer level or equivalent senior command responsibility.

Demonstrated knowledge and application of the National Building Code of Fiji (NBCF), relevant fire safety legislation, fire engineering principles, fire protection systems, risk mitigation practices, and building construction requirements.

Demonstrated record of delivering organisational outcomes through strategic leadership, operational decision-making, performance management, and service improvement initiatives

Proven experience establishing and maintaining effective stakeholder relationships across employees, communities, government agencies, emergency response partners, and external stakeholders with strong interpersonal and leadership capability.

Demonstrated digital literacy and competency in the use of business and reporting systems including Microsoft Office applications, particularly Word, Excel, PowerPoint, and operational reporting platforms.

Demonstrated knowledge and practical application of emergency management principles, incident command systems, disaster response coordination, the National Fire Service Act 1994, applicable Standard Operating Procedures (SOPs), and alignment with the National Fire Authority Business Plan.

Demonstrated experience in preparing, managing, and presenting operational budgets, strategic plans, organisational reports, business cases, and executive-level recommendations.

Demonstrated capability in leading organisational change, workforce capability development, succession planning, and continuous improvement initiatives within emergency service environments.

Proven experience leading large-scale operational incidents, emergency response coordination, crisis management, and post-incident evaluation and improvement activities.

## Requirements

### Language Proficiency

Will be an advantage if the incumbent knows the Fijian/Hindi language  
 Good command of English

### Professional Associations

Qualify for Membership of Professional Institutions like FIE, IE Aust, IPENA etc  
 Qualify for Membership of Professional Insitutions like Management e.g AIM, FIM, NZIM

### Regulatory Compliance Requirements

Qualify for membership of Professional Institutions like FIE, IFE, SFPE, IE Aust, IPENZ

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
	Board and Board Sub Committees	
	Divisional Fire Officers	
	Executive Management	
<b>External</b>		
	City and Town Councils	
	Emergency and Rescue Agencies	
	General Public	
	Government Officials	
	Media	
	Stakeholders	

## Attributes

### Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.  
 Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.  
 Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

### Interpersonal Styles

Forthright Speaks out frankly without hesitation, showing a direct manner.  
 Perceptive Shows keen insight and understanding of issues or situations.  
 Self-sufficient and assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

Decisive Reaches conclusions, promptly and firmly.  
 Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.  
 Challenger Queries, tests information/beliefs and provokes thought.  
 Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.  
 Initiative Takes action and makes decisions without the help or advice of other people.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

**Closing Date: 14 Jun 2026**