

**CIVILIAN JOB DESCRIPTION
HQ KFOR
PRISTINA, KOSOVO
CIVILIAN PERSONNEL OFFICE**

PART I – JOB IDENTIFICATION

<u>Post no.:</u>	CL HSG XXX		
<u>Headquarters:</u>	DEPUTY COMMANDER		
<u>Branch:</u>	KFOR HQ SUPPORT GROUP		
<u>Section:</u>	FIRE DEPARTMENT		
<u>Job title:</u>	FIRE FIGHTER		
<u>Nationality:</u>	National or legal resident of Kosovo		
<u>Date of validation:</u>	January 2013	<u>Service:</u>	Civilian
<u>Duty location:</u>	Pristina	<u>Grade:</u>	LCH-4

PART II – DUTIES

A. POST CONTEXT:

Support for HQ KFOR is provided by a specialist Support Group, HSG KFOR. Placed under subordination of KFOR Deputy Commander, the HSG carries out all aspects of real-life support with the Film City through its specialised sections. The HQ KFOR fire service is a full time fire department, providing all aspects of emergency fire services, including aircraft crash rescue, structural fire fighting, auto extrication and hazmat for KFOR. The fire service is responsible to the HSG Commander for all aspects relating to fire safety within the confines of HQ KFOR.

The Fire Fighter is a critical post within the Fire department and is directly engaged in the rescue operations, fire fighting and other life and structural threatening occasions.

B. REPORTS TO:

FIRE TEAM LEADER

C. PRINCIPAL DUTIES:

1. Monitors fire alarms and responds to calls for assistance, such as automobile and industrial accidents.
2. Performs rescuing of victims from burning buildings and accident sites.
3. Performs first aid and cardiopulmonary resuscitation to injured persons.
4. Participates in regular in-service training classes to remain current in knowledge of codes, laws, ordinances and regulations.
5. Operates fire fighting vehicles and equipment as required.
6. Ensures fire station procedures are respected to ensure efficiency and enforcement of departmental regulations.

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D. ADDITIONAL DUTIES:

- May be required to undertake operational deployments and/or TDY assignments both within and outside NATO's boundaries.
- Performs other duties as assigned.

PART III – QUALIFICATION

A. ESSENTIAL QUALIFICATIONS:

1. Professional Experience:

- Minimum 2 years working record in an operational security/safety role within the emergency services or security sector.

2. Education / Training:

- Completion of secondary education (3-4 years).
- Valid driver's license "C" category (heavy trucks).

3. Security Clearance:

Certificate of No Criminal Record

4. Language:

English: Good

Albanian: Fair

Serbian: Fair

5. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Basic knowledge

Spreadsheets: Basic knowledge

Presentation: N/A

Database: N/A

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B. DESIRABLE QUALIFICATIONS:

1. Professional Experience:

- Minimum 2 years working record with professional or volunteer fire department; ability and training to work with self-contained breathing apparatus
- Previous experience in a crash rescue operations.
- Previous working experience in an international or military environment.

2. Education / Training:

- Completion of advanced and certified vocational fire rescue trainings/courses.
- Certification of training with a professional Fire brigade.

3. Language:

English: Good

Albanian: Good

Serbian: Good

4. Standard Automated Data Processing (ADP) Knowledge:

Word processing: Intermediate knowledge

Spreadsheets: Basic knowledge

Presentation: N/A

Database: N/A

C. CIVILIAN POSTS:

Personal Attributes:

Adherence to company and/or 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:

Requirement to evaluate and solve patterned and interpretative problems involving daily or new issues. Problems resulting out of similar or different situations require interpretation of the situation, analysis and a choice between several options.

Managerial Responsibilities:

No managerial or supervisory responsibilities involved.

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Professional Contacts:

Limited professional contacts with others inside own activity to exchange information. Contacts generally involve the exchange of working courtesies or information for the execution of administrative tasks and actions.

Contribution to the Objectives:

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

Work Environment:

The work environment has extremely undesirable effects on the work performed. Regular exposure to elements listed under item h(2) above, difficult and dangerous technical working conditions create a negative impact.

D. REMARKS:

- May be required to perform Shift Work.
- Initial and annually recurring Medical Evaluations with Pulmonary Function testing required.
- Must possess and maintain a high level of physical fitness.