



CFPA EUROPE[®]

The Confederation of Fire Protection Associations Europe (CFPA Europe) is an association of national fire protection organizations in Europe. Founded in the early seventies, there are 16 European countries on our member list right now.

CFPA-E aims to raise standards and to maximize the effectiveness of fire science, fire prevention & protection, safety & security, natural hazards and other associated risks and reduce fire losses throughout Europe.

CFPA-E's products are international exchange, training, guidelines, education standards, arson prevention and conferences.

Please look for further information on our webpage: www.cfpa-e.eu

In order to optimize the impact of its work, CFPA Europe is looking for a part time director, see job description attached.

If you have any questions or remarks, please do not hesitate to contact

- the Chairman: Jesper Ditlev, Denmark, jd@dbi-net.dk
- or
- the Secretary: Peter Stocker, Switzerland, peter.stocker@pam-services.ch

We are looking forward to your application; please send it by pdf to the secretary.

Job title	<i>Director of CFPA Europe</i>
Reports to	<i>Chairman of CFPA Europe</i>

Job purpose

The director must ensure the continued and successful development of CFPA-E in accordance with the Strategy and the decisions of the General Assembly.

Duties and responsibilities

The main responsibilities are:

- Ensuring and conducting a successful implementation of the strategy
- Preparation of action plans
- Liaison between the Board and the commissions
- Coordination of commission meetings
- Assist commission Chairmen in their development work and strategy implementation in their commission
- Observe the development in the fields of work of CFPA-E and bring up new trends to the Management Committee

Qualifications

- Fluent English Language in reading, speaking and writing
- Networking and communication skill
- Organizational Skill
- Structured approach to work and schedule, working independently
- Experience in communicating with the European Commissions
- Wide network in Fire Safety in Europe is a must, network in Security would be an asset
- Ability to promote Fire Safety and Security to communities

Working conditions

This is a part-time job of approx. 1-2 working days a week, but not regularly. The director may invoice for this job 20'000 Euros per year.

Physical requirements

Attending the Commissions meeting requires travels all over Europe.

Direct reports

Collaborate with and supervise the Secretary

Approved by:	<i>Management Committee Meeting in Oslo</i>
Date approved:	<i>March 5 2015</i>
Reviewed:	<i>None</i>