



External Publication of Job Posting

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Job Posting Title

SENIOR ELECTRICAL & MECHANICAL TECHNICIAN

Start Date

04.12.2018

End Date

06.01.2019

Reference Code

10001083 - 03

Job Title

SENIOR ELECTRICAL & MECHANICAL TECHNICIAN

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Senior Electrical & Mechanical Technician in the Directorate of Conference Management and Publications, Printing Unit of the African Union Commission.

Department

2. Post

Job Title: SENIOR ELECTRICAL & MECHANICAL TECHNICIAN
Grade: GSA5
Over all Supervisor: Director of Conference Management and Publications
Immediate Supervisor: Senior Publishing & Reproduction Officer
Duty Station: Addis Ababa, Ethiopia
Positions: 1

Project

3. Job Description Summary

Perform and supervise installation, troubleshooting, maintain and repair all electrical and/or mechanical operating equipment in the Printing Plant of the Commission. Order spare parts for all the printing and reproduction equipment and prepare a weekly and monthly preventive Maintenance program for all machines in the Commission

Tasks

4. Main Duties and Responsibilities

Under the overall supervision of the Director of Conference Management and Publications and direct supervision of the Senior Publishing & Reproduction Officer, the incumbent is required to perform the following tasks:

- (i) Monitor regularly the level of operation of all equipment and machineries;
- (ii) Install, troubleshoot, maintain and repair of all electronic/electrical equipment of the Commission;
- (iii) Prepare a weekly and monthly preventive Maintenance program for all photocopy machines in the commission
- (iv) Keep records of servicing, repairs of all machine, spare parts consumption and inventory of parts, tools and equipment used;
- (v) Prepare spare parts inventory status report ;
- (vi) Prepare a comprehensive report on maintenance activity reports;
- (vii) Advise operators on operations of machines and equipment safety;
- (viii) Supervise the Assistant Electro/mechanical Technicians;
- (ix) Manufacture of parts and modifications made;
- (x) Carry out any other duties that may be assigned by the overall / immediate supervisor.

Requirements

5. Qualification and work experience required

a. Qualifications:

- i. The incumbent must have a bachelor's degree in Electrical / Mechanical Engineering or a diploma in the field of electro-mechanical or related field with 8 years of experience;
- ii. Certificate on Press or Postpress machine operation is an advantage.

b. Professional experience required:

- i. At least 8 years of experience in maintenance of heavy duty printing plant machineries and photocopy machines.

6. Other Relevant Skills

- Excellent computer literacy
- Excellent planning and organizational skills
- Excellent technical and communication skills.

- Excellent drafting and reporting skills;
- Good knowledge of the workings of international organizations;
- Capacity to work under pressure and in a multicultural environment;
- Must be proactive in carrying out assigned duties
- Must have good time management abilities

7. Language Requirement

Proficiency in one of the African Union working languages is mandatory. Proficiency in two or more of the other working language(s) would be an added value.

8. Tenure of Appointment

The appointment will be made on a regular contract for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Remuneration

Indicative salary for this position is US\$ 15,758.00 (GSA5 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of Basic Salary), Housing allowance (\$16,813.44 per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff

11. How to Apply

All applications must reach the African Union Commission not later than 6 January 2019 through the AU Commission's website <http://www.aucareers.org>.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources Management,
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters