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**External Publication of Job Posting**

**50632460**

**Job Posting Title**

ASSISTANT ELECTRICAL /MECHANICAL TECHNICIAN

**Start Date**

24.05.2019

**End Date**

25.06.2019

**Reference Code**

10001084 / 03

**Job Title**

ASSISTANT ELECTRICAL /MECHANICAL TECHNICIAN

**Organization**

1. Background Information

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 Assistant Electrical & Mechanical Technician in the Directorate of Conference Management and Publications, Printing Unit of the African Union Commission.

**Department**

2. Post

Job Title: ASSISTANT ELECTRICAL & MECHANICAL TECHNICIAN

Grade: GSA4

Overall Supervisor: Director of Conference Management and Publications

Immediate Supervisor: Senior Publishing & Reproduction Officer

Duty Station: Addis Ababa, Ethiopia

Number of posts: 1

## **Project**

### 3. Job Description Summary

Perform installation, troubleshooting, maintain and repair all electrical and/or mechanical operating equipment in the Printing Plant as well as office equipment in the Commission. Constantly monitor the level of operation for all equipment. Keep records of servicing, repairs of all equipment spare parts consumption and inventory of parts, tools and equipment.

## **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. Install new machines/equipment and troubleshoot;
- ii. Maintain and repair all equipments in the printing unit and office equipment of the Commission;
- iii. Repair & maintain printing machineries and overall office machineries in the commission;
- iv. Prepare list of required spare parts for all office machinery and printing equipment;
- v. Prepare a monthly and weekly preventive Maintenance program for all photocopy machines in the commission.
- vi. Perform any other tasks as directed by the director and/ or immediate supervisor.

## **Requirements**

### 5. Qualification and work experience required

Educational Qualifications:

A minimum of Diploma in Electrical or Mechanical field ;

Professional experience:

At least 5 years of industrial job 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. Languages Requirement

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

#### 8. Tenure of Appointment

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months will be considered a probationary period. Thereafter the contract shall be renewable every two years subject to good 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 basic salary of US \$ 12,834.00 (GSA4 Step 1) per annum plus other related entitlements e.g. Post adjustment 44% of basic salary, Housing allowance \$ 16,813.44 per annum and education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

#### How to apply

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> no later than 25 June 2019.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

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