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 Approved by
 MOLRSS
 signed 11/8/2021



ACTED HR Manual
 Form N2

Job Vacancy Announcement

Position: Electro Mechanic Officer (1 Position)
 Department: WASH
 Reports to: WASH Program Manager
 Contract duration: 4 months with possibility of extension depending on funding and performance
 Location: Maban, Upper Nile State
 Opening date: 11th August, 2021
 Closing Date: 30th August, 2021
 Eligibility: South Sudanese Nationals Only

Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

Job Purpose

Maban camps comprises of a number of different water system structures that includes motorized boreholes, solar systems, distribution network. The water systems boreholes are run on Solar and Generators. Operating the submersible pumps, surface pumps and provision of power for lighting. To ensure the water provision to the refugees meets UNHCR standards. This therefore requires for regular maintenance and supervision. The Electro-Mechanic Officer key role is to ensure non interrupted water supply to the refugees through regular operationalization of water provision systems of well-functioning generators and solar systems.

<p>CHAIN OF COMMAND <u>Under the authority of:</u></p> <ul style="list-style-type: none"> - Senior Electro Mechanic Officer <p><u>Line Management:</u></p> <ul style="list-style-type: none"> - Electro Mechanic volunteers. 	<p>WORKING RELATIONS <u>Internal Relations:</u></p> <ul style="list-style-type: none"> - Area Coordinator - Deputy Area Coordinator - WASH Coordinator - Project team - FLATS <p><u>External Relations:</u></p> <ul style="list-style-type: none"> - Beneficiaries/Community leaders - Other Partners
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Objectives

To ensure the water provision to the refugees is uninterrupted and meets UNHCR standards. With that the services should be provided in a timely and professional manner, according to objectives, goals and indicators, in line with donor requirements and based on beneficiary needs.



Project planning, implementation, monitoring and reporting

- Take lead in the management of the shared generator set in terms of routine maintenance, repairs, services, cleaning, and reporting
- Analyze and interpret data from environmental tests and troubleshoot equipment (Generator) problems, whenever they arise.
- Set-up of a routine maintenance schedule, recording of operational data in collaboration with electrical technicians also attached to the operation of the generators.
- Maintain equipment records and filing systems as part of quality control and assurance programs in generator and solar operation.
- Repair and maintenance of generator sets on electrical parts and instruments panel.
- Installation of new generators and retrieval of the old and defective ones ensuring they are well wired and operational.
- Retrieve, repair and installation of booster, surface pumps and submersible pumps.
- Monitoring of all electrical installations in the generator rooms and making recommendations of their replacements or repairs.
- Repair and maintenance of the standby control panels, change over switches and other electrical equipment in the workshop.
- To keep records of all the electrical repairs those have been done in the field and in the workshop.
- To prepare monthly unit reports on jobs and conditions of all the relevant system.
- Prepare the BoQ for all electrical power installations.
- Support refugee community staff during electrical faults of the generators/solar systems
- To assist in supervision of the contractors doing upgrade or installations of the solar power systems.
- Advise and recommend the power requirement for electrical gadgets
- Together with borehole attendants and team leader, maintain cleanliness and safety of the gensets, submersible and booster pumps in the field.
- Supporting the WASH Officer in procurement of the necessary fast moving spare parts, and working tools for the repair of the gensets and pumps.
- Modify models of electrical devices or installations to match needs on the ground or to meet specifications
- Apprentice training (electrical) and technical guidance to borehole generator operators on electrical aspects of water supply systems, doers, generators, submersible pumps
- Maintain up to date records of work done and prepare routine reports
- Develop weekly work plan and prepare weekly or monthly activity reports.
- Organize regular meetings with the team and provide written minutes on the meetings to the supervisor
- Provide information for monitoring and evaluation when needed inform of verbal and written
- Work closely with beneficiaries to ensure ownership through training, guidance and support
- Perform any other duties assigned by the line manager

Qualifications/Experiences/Skills

- Higher national diploma or Ordinary diploma in Electro- Mechanical, Mechanical Engineering, Plant maintenance or related field from a reputable institution.
- Competent servicing, maintenance and repair of in fluid power engines, AC/DC circuits, and electro-mechanical devices.
- Proficient in the use of multimeters, megohmmeters, and other basic power instruments.
- Minimum of 4 years working in a busy set up with proven experience in undertaking installation and maintenance of diesel run generators, submersible, booster pumps (electrical aspect) and solar operations as well. Some of which should be in emergency setting
- Extensive in borehole equipping, retrieval and installation of submersible pumps, knowledge in borehole drilling/development is an added advantage.





- Experience of working with INGO in a similar capacity will be an added advantage.
- Experience in capacity building and training of staff and target groups
- Demonstrated experience of integrating gender and diversity issues into WASH Programming.
- Perfect verbal and /or written communication in English and Arabic
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
- Ability to work well and Under pressure
- Willingness to take up à position post and residence in a fragile context
- Ability to work independently and as part of a team, with strong interpersonal and communication skills is required.
- Ability to work with Microsoft Word, Excel, Power Point and Outlook.
- Knowledge in project Cycle Management (PCM) and Project Management Frame Work (PMF) is an added advantage.

KEY PERFORMANCE INDICATORS

- Develop weekly or bi monthly work plan with Consultation with line manager.
- % of key WASH activities completed as planned target that includes water systems maintenance, generators, solar pumping systems. Etc.
- % of capacity building conducted to the WASH team staff (volunteers and national) on basic operation and maintenance of water supply systems, generators and solar and other training needs.
- # of internal reports shared and submitted on time on weekly or monthly basis on water supply activities
- # of project documentation on activities (best practices and lessons learnt) developed and shared
- # of key follow ups conducted on WASH issues and sharing feedback on Complaints received

How to apply

Interested and motivated candidates can submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel. You can also submit your application to Maban Field Office located behind UNHCR Sub Office in Doro addressed to WASH Coordinator, Maban Base or by e-mail to amon.odhiambo@acted.org copying juba.hr-assist@acted.org and maban.security@acted.org

Please indicate the position you applied for clearly on your envelop, your contact address and names.

NOTE: Only shortlisted candidates will be contacted for interviews. Applications submitted after the deadline will not be accepted.

Female candidates are encouraged to apply.

