

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan

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Approved
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15/09/2022



JOB VACANCY

SPECIALIZED MECHANIC/ELECTRICIAN

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Specialized Mechanic/Electrician** to be based in **Jamjang**.

Reports to: Workshop Foreman

Liaises with: Senior mechanics, Workshop Store keeper, PMS operator

Duty Station: Jamjang, South Sudan

JOB SUMMARY & PURPOSE:

Reporting to the Workshop Foreman, the primary role of the Specialized Mechanic/ Electrician is repairing and servicing vehicles, Caterpillar construction equipment's and Generators booked into the workshop for both auto electric and mechanical, Installations tasks, diagnosing faults finding on the assets and determining the extent of repairs required. Stripping, fitting and replacing components on Vehicles/Equipments of various makes, types and kinds. He/she shall undertake inspections, repairs and routine preventative maintenance for Assets under Jamjang Logistics base and ensure that all vehicles, plant and equipment meet set repair and maintenance standards.

The emphasis on quality control and customer centered attitude will be the hallmarks of his/her day to day work. He/she will be required to comply with the Workshop Standard Operating Procedures {SOP}, Internal Control Procedures and AAH-I vehicle operation & maintenance management policy.

TASKS AND RESPONSIBILITIES

Preventive and breakdown maintenance of motor vehicles and equipment

- Carry out the mechanical/electrical preventive maintenance and repair of vehicles, plant and equipment including but not limited to Isuzu Buses, 4x4 vehicles, tractors, Iveco Trucks/Bowser, Generators, CAT equipments, Motor cycles and various makes, types and models.



- Prepare vehicles/equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Carry out all vehicles and equipments electrical/Air Condition repairs and system installations including and not limited to vehicles tracking system, communication systems, speed limit governors and electrical gadgets.
- Responsible for motor rewinding of generators, alternators, household appliances and use of correct sizes/gauges/thickness of wires required for the task.
- Service and maintain all mobile air Conditioning systems and other related accessories.
- Maintain vehicles in functional conditions by listening to operator complaints; conducting inspections; repairing engine failures; repairing transmissions, differentials, hydraulic pumps malfunctions; replacing parts and components and computerized vehicle gadgets, air brakes, electronic fuel injection (EFI) and mobile air conditioner systems.
- Maintain vehicle records by recording service and repairs while ensuring they are signed before handing over the documents to Workshop Foreman.
- Verify vehicle serviceability by conducting test drives; adjusting controls and systems.
- To rescue breakdown vehicles in the field and provide defect reports on the root cause and actions taken into the breakdown.
- Carry out repairs and maintenance of agricultural equipment and modifications to suit our operational needs.
- Request for spare parts and other necessary sundries/consumables; requisitions must be approved by the supervisor.
- Take responsibility of approved spares and work in progress for intended purpose.
- Get the repair of vehicles/equipments first time right away to avoid down time and repeat work.
- Account for all tools and equipments assigned to or on temporary request.

Safety precautions and quality control

- To consistently deliver high quality repairs in the required time frames, which will ensure clients' needs and requirements are met.
- To ensure that all electrical appliances are turned off in the evening before closing for the day.
- To complete all worked on job cards and record all additional repairs and parts and ensure that a checklist has been performed.
- Adhere to workshop safety rules and procedures are followed, including designating highly flammable substances and use of right tools and equipments.
- Complies with statutory regulations of vehicle requirements by testing engine, safety, and combustion control standards.
- Avoid contamination of environmental concerning the handling of hazardous materials routinely used in fleet service operations e.g. used oils, AC gas.
- Observe Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- To segregate used parts before disposal.
- Maintains vehicle/equipment appearance by cleaning and washing after repair.
- Protect exposed sensitive sensors during engine/operating unit/components while cleaning.
- Make use of personal Protective equipments {PPE}

Mechanical and electrical diagnosis and interpretation of repair manuals

- Interpret instructions, technical manuals (manual/digital), illustrations, specifications, diagrams, schematics and other guides in conducting repairs and modifications.



- Use caterpillar ET diagnostic tool to trouble shoot, and to carry out necessary adjustments and programming procedures to ensure maximum utilization availability of Construction equipment's.
- Keeps workshop equipment operating by following operating instructions; troubleshooting breakdowns; performing preventive maintenance; inform Foreman of any pending repairs.
- Skilled usage of measuring instruments and test equipment such as engine analyzers/Diagnosis modules, injector testers, ignition timers, lactometers, Multi-meters etc.
- Ensure proper use of vehicle computer-controlled diagnostic machine on engine, fuel and ignition, ABS braking and transmission systems.
- Skilled in understanding schematic diagram and lay out of all electrical aspects of generator installation, including connecting generator to the electrical systems of the residences and offices in clean and tidy manner and with evenly distributed voltage.
- Skilled in wiring and installations, servicing, repairing and maintenance all types of Generator sets.

AUTHORITY

- **Spending Authority:** none.
- **Supervision:** Supervises assistant mechanic/Electrician
- **Decision Making:** Decisions limited within prescribed standards.

WORKING CONDITIONS:

The position is based at Jamjang with occasional travelling to locations within area operation jurisdiction. With strict adherence to safety and security instructions all the time.

QUALIFICATIONS:

Education: Diploma in Mechanical Engineering (Automotive/Plant/Electrical) or Technician/Craft Final certificates and must have a Valid driving license.

Experience: Demonstrate experience of at least 3 years in repairs and maintenance of vehicles and equipment's especially Caterpillar construction and earth moving machines, Iveco trucks & Toyota land cruisers, Generators and equipments in the automotive field. Good troubleshooting and problem-solving skills. Demonstrated Multi skilling in Mechanics, Auto Electrics/electronics, welding and fabrication works a great Advantage. Demonstrate ability and capacity to use modern state of the art computer aided diagnostic tools for caterpillar and Iveco.

Certificate: Certificate in Computer skills training, and demonstrate capacity to use various computer applications.

Competences:

- Excellent diagnostic and good trouble shooting skills.
- Must be computer literate
- Problem solving.
- Safety skills.
- Reporting writing skills.
- Fluent in English both written and spoken.
- Competent in driving.
- Coaching skills

Desirable Character attributes:



- Flexible
- Respectful
- Reliable
- Team player
- Ethical and high integrity.
- Open to learning.
- Effective in Communication and Feedback

I have read, understood and accept the above tasks and responsibilities.

Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **05th October 2022 COB (4.00PM)**.

Due to the high number of applications we receive, we will only get back to shortlisted candidates.

