

MSF Switzerland (MSF-CH)

## JOB VACANCY – SPECIALIZED TECHNICIAN

*Médecins Sans Frontières* (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months** Fixed Term Contract and Trail Period of **3-months**.

**Position: Specialized Technician**

**Number of Vacancies: 1**

**Location: Mayen Abun, Twic County, Warrap State**

### Scope of responsibilities:

Performing autonomously, complex / advanced installation and maintenance of electrical and other energy systems in all MSF facilities across the mission (offices, health structures, warehouses, etc., according MSF standards and procedures, in order to ensure a proper functioning and maintenance of MSF equipment and installations

### Main tasks:

- Ensuring all electrical installations in MSF facilities comply with MSF standards and performing autonomously an ensuring, all necessary complex / advanced electrical installations, maintenance and repairs, according to the supervisor's instructions. This includes the following tasks :
- Carrying out critical rehabilitation tasks and corrective maintenance interventions and the coordination and execution of required tasks as well as installation of needed electrical equipment as defined by each project. Elaborating the necessary documentation for carrying out energy installations projects (plans, list of materials, etc.)
- Carrying out and updating the electrical installations inventory in MSF missions' facilities and performing annual maintenance procedures and safety checks across facilities in the project. Executing any needed tests after a repair or maintenance.
- Identifying local technical actors, and organizing their participation in the project (training of technical staff establishing relations with local companies, contractors and suppliers, quotations, contracts, etc.)
- Making suggestions regarding any repair or maintenance work needed in MSF electrical installations and equipment and assisting logistics department with any urgent support/advice or any relative work needed
- Managing the stock of consumable items related to electrical installation, repairs and maintenance, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage
- Responsible for the equipment and tools (including extinguishers), checking they are correctly and safely used maintaining and renewing them when necessary and keeping the inventory updated.
- Ensuring that all record sheets and books related to maintenance are always completed and prepares needed reports before and after any repair or required maintenance.
- Ensure the safety of all electrical installation including grounding system in the project checked by monthly testing all RCCBs and MCBs responsiveness and making sure sockets are earthed and tested regularly.
- Carry out preventive and corrective maintenance of Electrical equipment e.g Air conditioners, Fans, distribution panels, cold chain system fridges and freezers, domestic Fridges, etc.
- Electricity system layout and labelling of electrical main and sub boards in all locations in the project is done and updated to date
- Conduct power assessment and ensure consumption measurements are made regularly. Using power sizing tool.
- Ensure critical zones/wards are equipped with back-up systems and maintenance chronogram are respected.
- Making sure all electrical safety equipment are up to date and check its functionality monthly.
- Conduct routine checks to ensure generators are functioning properly and troubleshoot any issues.
- Be prepared to respond to electrical emergencies promptly, including power outages, and work to restore electrical services quickly in critical situations.
- Work closely with other technical and medical staff to understand their electrical needs and provide support accordingly.
- Maintain accurate records of electrical work, repairs, and maintenance activities. This includes keeping an inventory of electrical equipment and spare parts.
- Timely respond to the maintenance requests regarding energy family.

le monthly report stating clearly what has been achieved, challenges and way forward.

### Criteria

Essential Electrician diploma or recognized formal training

Previous working experience as an electrician required (minimum 2 years' experience)

Fluent English mandatory (Writing and Speaking), local Language is an asset

Soft Skills: Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Participles, Stress Management.

## How to Apply:

Japanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than January 30, 2024.**

**Please ensure you have a valid Warrap State Labour Card**

<http://bit.ly/Specialized-tech>



**Only short-listed candidates will be contacted.**

**Female candidates are encouraged to apply.**

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

Consent of your personal data is important to MSF. By submitting your application, you consent to MSF processing your data only for the recruitment process to have all the information and documents necessary to complete the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF will not sell your data under any circumstances. If you have any questions or If you have any questions or concerns, you can contact the **Twic HR Manager** at the **MSFCH office in Mayen Abun – Twic County**.

