

## **JOB VACANCY ANNOUNCEMENT-**

### **External/Internal**

**NO: MABAN.EMO-2025-02-06-285-N**

**Job Title:** Electro-Mechanics Officer (1 position National)  
**Location:** Maban County, Upper Nile State, South Sudan  
**Duration:** 4 months with possible extension depending on availability of funding  
**Reports To:** WASH Project Coordinator.  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National Only

**About RI:** Relief International is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### **Job Summary:**

The Electro-mechanics officer is based in Maban field Office and reports to the WASH Project Coordinator/Supervisor. S/he is responsible for the day-to-day diagnosing, maintenance, servicing and troubleshooting of electrical and mechanical systems of solar and generator. He/she is to ensure electro-mechanic devices are functional effectively and efficiently through routine preventive maintenance. S/he will work closely both with Relief International field office Management, Project and Support staff, to ensure the smooth implementation of the program according to approved work plan, budgets and required quality.

### **Main Roles and Responsibilities:**



**Key Responsibilities:**

- Carry out regular maintenance of generators.
- Ensure generator parts are service according to running hours.
- Provide accurate reports on service hours.
- Carry out installation of small and large capacity generators sets.
- Installation of switchgears, sub-distribution boards in generator room.
- Regular preventative maintenance on all electrical appliances.
- Ensuring borehole operators and attendants maintain clean generators and solar panels.
- Installation of energy meters to monitor load consumption.
- Train technicians and operators on old and new installation.
- Support the management in fuel monitoring.
- Manages stock in the store and ensure continuous supplies of spares.
- Troubleshooting electrical fault using test instruments using mega ohmmeter, digital multi meter and clamp meter.
- Provide electrical drawings for electrical projects for reference purpose.
- Manages tools and doing regular audits.
- Maintain equipment records and filling system as part of quality control.
- Installation of submersible, and surface pumps.
- Perform any assignment given by his/her supervisor.

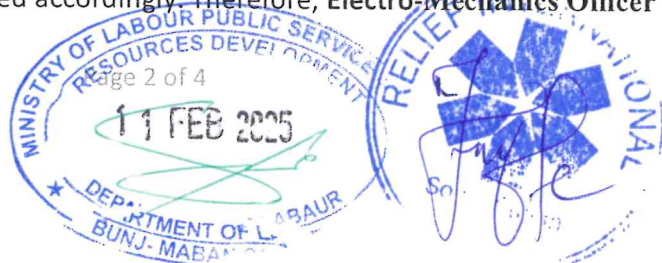
**Policy compliance – Mandatory Reporting Policy (MRP): (5%)**

Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

**Note:**

The role of the **Electro-Mechanics Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, **Electro-Mechanics Officer** will





be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

**Job Qualifications and Minimum Requirements:**

**Education:** post graduate diploma/university degree in electronic and electrical engineering and other relevant courses.

- Relevant basic training in power and electrical system installation
- To be able to speak and /or write Arabic and English languages
- Must be able to work independently, with minimum supervision, within the context of a larger team
- Minimum of 3 years working experience in similar role
- Prepared to live and work in an uncertain security environment

**Desirable:**

- Technical knowledge in pump and solar system installation
- Experience in generator repair.
- Fluency in spoken English and Arabic

**Functional skills and knowledge:**

- Remains productive when under pressure.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.

**Other skills (e.g., I.T.):**

**Languages:** Fluency in English and Arabic, with an excellent working knowledge of the local language.

**General Condition:**

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

**We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

Integrity

Adaptability





Collaboration

Inclusivity

Sustainability

**HOW TO APPLY:**

Aspiring potential interested applicants should complete Job application form, which can be collected at Relief International office in Doro, Batil or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Electro-Mechanics Officer** NO: **MABAN.EMO-2025-02-06-285-N** to Relief International office in Maban OR

Send your completed job application form via email to [recruitments@ri.org](mailto:recruitments@ri.org)

**Deadline:** February 21<sup>st</sup> 2025, 5 pm SSD local time.

Females are highly encouraged to apply.

Only shortlisted applicants will be contacted.

