

## EXTERNAL JOB VACCANCY

### BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards 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 persons and host communities.

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 Seeks to recruit a qualified South Sudanese National to fill the below position as detailed.

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<b>Job Title:</b>	<b>Electrician/Mechanic (1 post)</b>
<b>Ref No.</b>	AAH-I/UNHCR/-JAMJAM/APRIL/2024-002"
<b>Reports to:</b>	Workshop foreman
<b>Liaises with:</b>	Junior Mechanics
<b>Duty Station:</b>	Jamjang, Ruweng Administrative Area South Sudan
<b>Contract:</b>	Fixed term (7 months) extension subject to availability of funds
<b>Eligibility:</b>	South Sudanese National only, preferably from Project.

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### Overall job purpose:

The primary role of the Mechanic/ Electrician is to repair and service all vehicles, Caterpillar construction equipment's and Generators, Responsible for booking all vehicles into the workshop for both auto electric and mechanical tasks,





## DUTIES AND RESPONSIBILITIES:

- Diagnosing faults finding on the assets and determining the extent of repairs required.
- Stripping, fitting and replacing components on Vehicles/Equipment's of various makes, types and kinds. He/she shall undertake inspections.
- The emphasis on quality control and customer centred 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.
- 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 equipment, 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.
- 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.
- 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/equipment first time right away to avoid down time and repeat work.
- 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 equipment.
- 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.
- Protect exposed sensitive sensors during engine/operating unit/components while cleaning.

## QUALIFICATIONS REQUIREMENT

- Diploma in Mechanical Engineering (Automotive/Plant/Electrical) or Technician/Craft Final certificates





- Certificate in Computer skills training, and demonstrate capacity to use various computer applications.
- Must have a valid driving license.
- 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 equipment in the automotive field.
- Good troubleshooting and problem-solving skills
- Demonstrated Multi skilling in Mechanics, Auto Electrics/electronics.
- Demonstrate ability and capacity to use modern state of the art computer aided diagnostic tools for caterpillar and Iveco.

#### Require skills and competencies

- Problem solving.
- Safety skills.
- Report writing skills.
- Fluent in English both written and spoken.
- Competent in driving.
- Coaching skills
- Flexible
- Respectful
- Reliable
- Team player
- Ethical and high integrity.
- Open to learning.
- Effective in Communication and Feedback

#### SAFEGUARDING

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

#### ACCOUNTABILITY WITHIN AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.  
Report any concerns about inappropriate behavior of AAHI staff or partner.



**APPLICATION INSTRUCTIONS**



To apply,

- Please send in one zipped folder your CV of maximum 3 pages and a cover letter, clear photo copies of Non-Returnable academic documents and copy of national ID to email address [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) by ~~14~~<sup>28</sup> May 2024, 5:00 PM CAT.
- 1. The position should be clearly indicated in the subject line as “Electrician/Mechanic - AAH-I/UNHCR/-JAMJAM/APRIL/2024-002”
- 2. Only candidates who meets the shortlisting criteria will be contacted for interview

— Reviewed by RRC office —



# Approved by Labour, Public Service & HRD office



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Deadline extended to 28th May 2024

