

## TERMS OF REFERENCE

**Position:** Electrician/AC Technician  
**Duty station:** Juba  
**Application start:** 13 May 2025  
**Application end:** 30 May 2024  
**Contract start:** ASAP  
**Length of the contract:** 06 months – Extendable based on performance.

### OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

### OVERVIEW OF THE POSITION

The Electrician/AC Technician will be responsible for performing a range of duties related to electrical systems and HVAC (Heating, Ventilation, and Air Conditioning) systems, including installations, maintenance, diagnostics, and repairs. This role is critical to ensuring continuous and safe electrical and cooling operations within the premises.

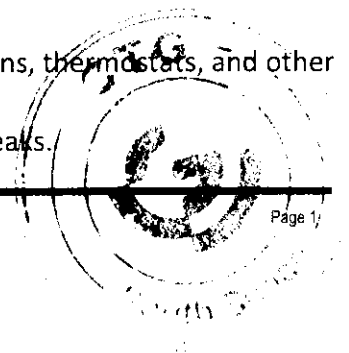
### Objective of the assignment:

To provide timely, effective, and safe electrical and air conditioning services in all operational areas, ensuring compliance with national codes and organizational standards.

### GENERAL FUNCTIONS

#### Duties and Responsibilities:

- **Electrical Duties:**
  - Install, inspect, maintain, and repair electrical wiring, equipment, and fixtures.
  - Ensure that work complies with relevant codes and standards.
  - Diagnose malfunctioning systems and components using test equipment and hand tools.
  - Connect wires to circuit breakers, transformers, or other components.
  - Read and interpret blueprints, technical diagrams, and maintenance manuals.
  - Maintain logs and records of all electrical work performed.
- **Air Conditioning Duties:**
  - Install, inspect, service, and repair air conditioning and refrigeration systems.
  - Carry out routine and preventive maintenance of HVAC systems.
  - Diagnose faults and perform repairs to compressors, motors, pumps, fans, thermostats, and other components.
  - Recharge cooling systems with appropriate refrigerants and check for leaks.



- Clean condenser and evaporator coils, filters, and ducts.
- Ensure systems operate at optimal energy efficiency.
- **General:**
  - Respond to emergency breakdowns and provide prompt solutions.
  - Maintain proper inventory of tools, equipment, and spare parts.
  - Follow all health and safety procedures and promote safe work practices.
  - Collaborate with other maintenance and facility staff for multi-disciplinary tasks.
  - Provide basic training or guidance to junior staff or assistants if required.

**Desirable Qualifications and Experience.**

- Diploma or Certificate in Electrical Engineering or HVAC technology from a recognized institution.
- Minimum of 3 years of experience in a similar dual-function role.
- Proven knowledge of electrical and refrigeration systems, components, safety procedures, and tools.
- Familiarity with local electrical and mechanical codes and regulations.
- Good troubleshooting skills and attention to detail.

**Desirable Competencies**

- Technical expertise and hands-on problem-solving skills.
- Ability to work independently and under pressure.
- Good communication and teamwork.
- Flexibility and willingness to work extended hours or respond to emergencies.
- Fully functional and well-maintained electrical and HVAC systems.
- Timely completion of repairs and installations.
- Maintenance schedules adhered to with clear documentation.
- Safety compliance in all technical tasks.



**Languages:**

Thorough knowledge of English language is required. Knowledge of Arabic is added advantage.

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure the subject of your email states, “Electrical and Air Conditioning (AC) Technician” and Specify the Location you are applying for e.g., (Juba)”, or your application might be overlooked.

In Juba – Please deliver to IOM Office next to Ezentus (CAT), Mangateen.

**IMPORTANT REQUEST**

- Kindly avoid naming your CV as CV, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include the position applied for on the envelope.

