



Human Resources Unit

EXTERNAL VACANCY

Job title: Air-Conditioner Technician (Support Staff-I)

Office: Asset, Facilities and Fleet Management (AFFM)

Responsible to: Manager - AFF

Grade: 1

Application deadline: May 31, 2023

Core Description

The role holder will work in collaboration with the AFFM staff in the management and execution of assignments by the AFFM Manager and prepare reports for consideration by the Manager

Job responsibilities

- Assemble, install, test, and maintain electrical equipment, air condition, home entertainment using hand tools and power tools.
- Diagnose malfunctioning system, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Calibrate and test equipment, and locate circuit and component faults, using hand and power tools and measuring and testing instruments such as resistance meters and oscilloscope.
- Disassemble entertainment equipment and repair or replace loose, worn, or defective components and wiring, using hand tools and soldering irons.
- Install, service, and repair electronic equipment or instruments such as television, radios, and videocassette recorders.
- Read and interpret electronic circuit diagrams, function block diagrams, specifications, engineering drawings, and service manuals.
- Tune or adjust equipment and instruments to obtain optimum visual or auditory reception, according to specifications, manuals, and drawings.
- Advise management on whether continued operation of equipment could be hazardous.
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
- Work from ladders, scaffold, and roofs to install, maintain or repair electrical equipment, and fixtures.
- Performs related work as assigned.

Qualifications

- Diploma or its relevant equivalent in the field of electronic or refrigeration from a recognized institution.
- Must be physically and medically fit.
- Must have acquired a practical skill in electronics or refrigeration
- Ability to follow instruction
- Ability to prioritize tasks.
- A holder of relevant degree from a recognized University

Experience

- Must have worked as Technician with a reputable private or public institution **minimum three years**.

Working conditions



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The job is an office-based role with minor exposure to hazards and moderate physically demanding activities such as lifting of lightweight materials. There is an infrequent requirement for early start, late finish and work on weekend.

Interest and motivation

Maintenance Technician

Core Competencies

Functional Knowledge

- Installation, Maintenance, and Repair Electrical Equipment, Air-Conditioner, and Home Entertainment.

Functional skills

- Good understanding of law instruction
- Excellent interpersonal and communication skills
- Electrical and Refrigerator Maintenance and repair
- Troubleshooting – Determining causes of operating errors and deciding what to do about it.
- Strong property management skills.
- Must be honest and maintain high standards of conduct.

Behavioural Competencies

- **Engaged:** Express a positive attitude, commitment and enthusiasm towards the job, the team and the GAC. Act in accordance with decisions taken, business plans, goals, policies and guidelines.
- **Structured & methodical:** Plan, organise and prioritize the workload in an efficient way. Keep to established time-frames.
- **Problem Solving Analytical Ability:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations
- **Planning and Organising:** Set goals, create, and implement actions plans, and evaluate the process and results to ensure alignment of work to GAC's goals.
- **Quality focused:** Be thorough and focused on delivering quality and value with regards to products/service in the GAC.

Live the Values of GAC

- Integrity
- Transparency
- Independence
- Professionalism
- Diversity

Application Procedure:

Kindly submit a cover letter and a CV to the below address:

Senior Human Resources Manager
General Auditing Commission
Old Executive Mansion,
Ashmun Street,
Monrovia, Liberia

Or By email to: jobs@gac.gov.lr