



Vacancy Notice

21 June 2017

Internal/External Vacancy Announcement No: 17/HCR/KGL/VN/020

Title of Post: Generator Technician under UNOPS
Duty Station: Kigali, Rwanda
Category and Level: LICA-2
Duration of assignment: Until 31 December 2017
Entry on Duty: Immediate
Closing date of application: **05 July 2017**

FUNCTIONAL STATEMENT

Accountability:

The position is located in Sub Unit of the Supply and Logistics Management Section at UNHCR Branch Office Kigali Rwanda. The incumbent shall be responsible for installation, dismantling, maintenance and repair of generators. The incumbent will report technically to the Fleet Manager and overall be under the management of the Supply Officer.

Responsibility:

- Hands on manufacture, maintenance, installation, service and repair to a varied range of diesel driven generating sets, diesel generator control systems and associated equipment including turbochargers and fuel injection equipment.
- Carry out fault diagnosis and carry out forward planning on assigned work/projects.
- Ensure most economical and effective layout of electrical installations together with achieving high level of productivity in work assigned.
- Ensure operatives, apprentices and assistants under control carry out all works to required standards. Ensure spares or materials lists are compiled in good time for work assigned.
- Ensure having adequate hand tools to carry out duties when not travelling, will be required to assist with general workshop duties.
- Ensure all resources allocated are safely and securely stored while in possession and ensure that returned in a reasonable and appropriate timescales.
- Carrying out site visits as and when requested by the fleet manager and carry out on-call responsibilities on a rota basis conduct self in a manner, which maintains and enhances working relationship with customer and where possible, capitalise on any networking opportunities to promote the Company and its services.
- Complete all paperwork such as time sheets and expense claims in a timely and accurate manner.
- Ensure that issues and risks are escalated to management to allow adequate investigation and resolution.
- Ensure that all actions are considerate and compliant with the quality standards, health and safety standards and Company standards.
- Observe and demonstrate behaviours in line with the core values of the UNHCR. Approach situations with a responsible, tenacious and accountable attitude.
- Ensure all identified problems and causes for concern are reported to fleet manager immediately and recorded.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate is required. Technical diploma will be an advantage.
- Minimum five (5) year experience in a combination of mechanic/technician. Two (2) or more year in INGO or in commercial company.
- Excellent knowledge of English, Knowledge of French or other languages is an asset.
- Proven experience of repairing 10 KVA to 100 KVA generators (i.e. KIPOR, PERKIN, HUTSON, DEUTZ etc.) both electrical system and mechanical.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Generator Technician under UNOPS position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **05 July 2017**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).