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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>Electrician (IC-3)</b>
<b>Department/Office:</b>	<b>Engineering &amp; Facilities Management Unit</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 28 March to 31 March 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-10-2018</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

This position is located in the Engineering and Facilities Management Unit the incumbent reports to a Supervisor and to the Chief of the Unit.

### Responsibilities:

Under the supervision and guidance of a Supervisor and Chief of the Unit, the incumbent will be responsible for, but not limited to, the following functions:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools;
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;
- Connect wires to circuit breakers, transformers, or other components;
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes;
- Advise management on whether continued operation of equipment could be hazardous;
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system;
- Maintain current electrician's license or identification card to meet governmental regulations;
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes;
- Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures;

- Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes;
- Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps;
- Install ground leads and connect power cables to equipment, such as motors;
- Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment;
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools;
- Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures;
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes;
- Construct and fabricate parts, using hand tools and specifications;
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets;
- Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects;
- Provide preliminary sketches and cost estimates for materials and services;
- Provide assistance during emergencies by operating floodlights and generators, placing flares, and driving needed vehicles.

## Competencies

**Professionalism:** - Ability to operate standard electrical and mechanical equipment; knowledge of local electrical codes, knowledge of equipment safety, knowledge of scheduling system and procedures, knowledge of record keeping system, knowledge of equipment standards and procedures. An understanding reading electrical drawings and layouts. Knowledge of electricity and building maintenance, knowledge of safe operation of basic hand and power tools, knowledge of workplace safety and safe lifting and handling procedures. Ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives when leading a team and ensuring the equal participation of women and men in all areas of work.

**Communication** - Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Planning & Organizing** - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; -Uses time efficiently.

**Education:** - High school diploma/Vocational Training Certification in electricity from a recognized and accredited institution is required. First level university degree in electrical related is desirable.

**Work Experience:** - A least two (2) years of experience related to electrical functions, in the following areas domestic, commercial and industrial wiring is required.

**Languages:** - English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in English both oral and written is required; Knowledge of French is desirable.

**Special Note:**

Special Note: The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Equally qualified female candidates are strongly encouraged to apply. No fee is charged at any stage of the hiring process.

The successful candidate(s) shall certify that their medical or health insurance covers medical evacuations and treatment.