

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Electrician

Incumbent : **New**

Division : Estates & Facilities

Department : Facilities Management

Location : Derrick Campus

Reports to : **Director Estates and Facilities through respective sections heads.**

2. PURPOSE

Carry out daily routine electrical maintenance works such as installation and repairs of electrical equipment, controls, lighting, and circuits. Ensure the work is in accordance with relevant codes. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Maintenance Coordinator**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

Identify electrical problems with variety of testing devices.
Inspect electrical systems, equipment's, and components to identify hazards, defects and the need for adjustments or repairs and to ensure compliance with EFL standard.
Repair and replace wiring, equipment or fixtures using hard tools and power tools.
Respond and attend to emergencies, such as power outages or electrical failures.
Plan layout and installation of electrical wiring, equipment, and fixture, based on job specification.
Adhere to safety standards and regulations to ensure a safe working environment.
Work as per the AS/NZ and in compliance with EFL standards.
Any other duties as assigned by the Manager Maintenance & Building Services or Director Estates & Facilities.

5. KEY CHALLENGES

- Working off hours/ extra hours or weekends in times of emergency.

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION AND EXPERIENCE

Essential

- Certificate IV in Electrical Engineering with 1 year of relevant work experience working under EFL licensed contractor.
OR Trade Certificate III with at least 2 years of relevant works experience working under license EFL contractor.
OR Apprenticeship in Electrical with 3 years of relevant work experience
OR Trade Test Certificate level III, with 5 years relevant work experience working under EFL license contractor

Desirable

- Similar work experience in a tertiary institution/hotel sector.
- Higher qualifications.

8. KNOWLEDGE & SKILLS

- Electrical Installation & Safety Knowledge
- Manual Dexterity & Good Vision
- Problem-solving
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



- Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Systems Analysis - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management - Managing one's own time and the time of others.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Valid Driver's license is desirable.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Electrical Service Technician/Coordinators Engineers/Manager/Director	Daily basis
Other Divisional and College staff	Need basis

EXTERNAL	Frequency
Contractor / Suppliers /SLA approved contractor	Need basis

10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS:

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.