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**External Publication of Job Posting**

**50579049**

**Job Posting Title**

Electro-mechanical Engineer

**Start Date**

26.09.2018

**End Date**

29.10.2018

**Reference Code**

AHRMD201809263

**Job Title**

Electro-mechanical Engineer

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

**Department**

Post / Job title: Electro-mechanical Engineer

Grade: P2

Report to: Chief of Facilities Maintenance Unit

Division: Administration and Facilities Management Division

Directorate: Administration and Human Resources Management Division.

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

**Project**

To perform the duties of Electro-mechanical Engineer in management, maintenance and sustainability of all electrical and electro-mechanical facilities of the African Union as well as assist in the general maintenance Plant, Property and Equipment as well as those covered by service level agreements with external service providers. The incumbent shall contribute in formulation of strategic objectives by ensuring a complementary strategic development of the Maintenance policies, Standard Operating Procedures of Maintenance and compliance with organizational requirements. He/she shall operate under the direct supervision of the Chief of

Facilities Maintenance Unit in the Administration and Facility Management Division within the Directorate of Administration and Human Resources Management.

### **Tasks**

The incumbent shall:

- Be in charge of all high and voltage, solar, Uninterruptible Power Supply (EPS), Emergency Power Supply (EPS), Escalators and Generators.
- Ensure the power supply from the local Power Authority, communicates as required with the local Electric Power Corporation and maintains good working relationship, reviews electrical bills for the assertion of bills presented in line with the standardized power supply rates.
- Be in charge of the operation, maintenance and management of all electrical and electromechanical facilities
- Be in charge of all management, upkeep, in house or outsourced inspection, operation & maintenance of all electrical and electromechanical systems of:
  - Power supply systems, generators, EPS, UPS, Elevators and Escalators,
  - Electrical/Electromechanical systems of the HVAC systems, firefighting systems, security and safety systems, gates (bollards, barriers and sliding gates), lighting system, décor lighting systems
  - Electrical/Electromechanical equipment and tools such as medical equipment, kitchen equipment, ladders, window cleaning machines, cranes (spider crane), flagpoles and others.
- Plan, execute, follow-up and keep records on the inspection, operation and maintenance of all electromechanical systems and equipment and highlights lessons learned;
- Advise on design, installation and maintain cost-effective and energy efficient systems for building services such as water, lighting, heating, air conditioning, elevators, escalators and telecommunications equipment.
- Timely handle supplies (parts, generator fuel, hydraulic oil, and others) management for the electromechanical equipment from inception, purchase request generation, follow-up and approval up to delivery.
- Prepare conceptual designs and modifications of existing and occasionally new electrical and electromechanical installations utilizing relevant software like Auto CAD, MS office, Excel. Access and Visio and assist in preparation of related technical specifications and bill of quantities.
- Follow-up on the execution of all electrical/electro-mechanical work for new construction, upgrading, conversions/renovation undertaken by the division.
- Draft specifications, drawings, and bills of quantities for new or improvement works in electromechanical areas.
- Carry out survey on electrical and electromechanical installation and prepare recommendations for improvement or replacement.
- Regularly inspect and analyze power supply and distribution systems, electromechanical equipment performance, identify faults and continuously work on power saving cost reduction methods.
- Supervise and coordinates all daily or periodic maintenance activities as per the schedule and certify jobs done by internal maintenance crew as well as staff of external maintenance service providers.
- Generate annual / biannual budget requests and prepares departmental reports, drafts memos, letters and other communications.
- Keep in organized and standardized manner all documents manuals, installation drawings, fees, bills, contracts, standards, rules & regulations, data and others and present them whenever necessary.
- Performs additional duties or responsibilities, consistent with the role and grade, as may be assigned by supervisors.

### **Requirements**

1. Qualifications

University Bachelor's Degree in Electrical, Electro-mechanical and Mechanical Engineering from a recognized

educational institution as well as excellent knowledge of designing software. Higher academic or vocational qualifications and a professional certification will be an added advantage.

## 2. Competencies and Commitments

The incumbent will be expected to:

- Actively promote customer care, value for money and performance management in own role;
- Demonstrate a whole hearted commitment to the organizational values and culture;
- Positively promote and represent African Union Commission;
- Promote an environment of continuous learning, development and improvement;
- Consistently promote and apply quality and diversity, in line with African Union Rules, Regulations, Policies and Procedures and ensure that this is demonstrated and maintained throughout all areas of responsibility; and
- Be aware of, and observe fully and promote, African Union policies relating to health and safety and risk management and best practice, throughout all areas of responsibility.

## 5. Knowledge, skills and abilities

- Strong Analytical, numerical and reasoning abilities
- Ability to understand complex problems and collaborate with others to provide effective solutions
- Excellent administrative and drafting skills
- The ability to work both as part of a team and independently
- Strong technical drawing skill, ability to read blue prints, schematics, assembly drawings, and wire lists.
- Ability to effectively present and communicate information to management.
- Excellent interpersonal and communication skills;
- Good knowledge of the workings of international organizations;
- Capacity to work under pressure and in a multicultural environment;

## 3. Work Experience

At least five (5) years experience as electro-mechanical engineer out of which at least three (3) years with specific experience as building service engineer.

## 4. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

## 5. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

## 6. Least Representative Countries:

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

## 7. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

## 8. Remuneration

Indicative basic salary of US\$31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance 100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and up to US\$3,300 for locally recruited staff of the Commission.

#### 9. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 29 October 2018

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources Management  
African Union Commission  
Addis Ababa (Ethiopia)

#### **Contract Type**

Regular (Long Duration)

#### **Employment Fraction**

Full-time

#### **Branch**

Headquarters