



## **Electrician (3 Positions – One per Campus)**

**Organization:** Innovative University of Enga

**Department:** Vice President Administration

**Reports To:** Chief Electrician / Maintenance Coordinator

**Employment Type:** Full-Time

**Duty Station:** One Electrician assigned to each of the University's three campuses

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### **Job Summary**

The Electrician is responsible for installing, maintaining, inspecting, and repairing electrical systems and equipment across university facilities. The role ensures safe and reliable electrical services in classrooms, laboratories, offices, and residential facilities to support teaching, learning, research, and administrative operations.

### **Key Responsibilities**

#### **1. Electrical Installation**

- Install electrical wiring, lighting systems, sockets, switches, and other electrical equipment.
- Assist in electrical installation for new buildings, renovations, and campus development projects.
- Ensure all electrical installations comply with approved electrical standards and safety regulations.

#### **2. Electrical Maintenance**

- Carry out routine and preventive maintenance of electrical systems and equipment.
- Inspect electrical wiring, panels, circuits, and lighting systems regularly.
- Replace or repair damaged electrical components.

### **3. Troubleshooting and Repairs**

- Diagnose electrical faults and identify technical problems.
- Repair or replace faulty electrical wiring, breakers, switches, and fixtures.
- Respond promptly to power interruptions and electrical emergencies.

### **4. Generator and Backup Power Support**

- Assist in operating and maintaining backup generators and power systems.
- Monitor power supply systems to ensure reliability.
- Report generator faults or electrical supply issues.

### **5. Electrical Safety**

- Ensure compliance with electrical safety standards and procedures.
- Use appropriate protective equipment and safe working practices.
- Identify electrical hazards and recommend corrective actions.

### **6. Tools, Equipment, and Materials Management**

- Maintain electrical tools and equipment in good working condition.
- Ensure proper use and storage of electrical materials.
- Assist in monitoring inventory of electrical spare parts and supplies.

### **7. Documentation and Reporting**

- Maintain records of electrical maintenance, repairs, and installations.
- Report major electrical faults or infrastructure issues to the Chief Electrician or Maintenance Coordinator.
- Assist in preparing electrical maintenance reports.

### **8. Collaboration and Support**

- Work closely with the Chief Electrician, Maintenance Coordinator, and campus administration.
- Support maintenance teams during infrastructure repairs or facility upgrades.
- Provide electrical support during university events and activities.

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## Qualifications

- Trade Certificate or Diploma in:
  - Electrical Engineering
  - Electrical Technology
  - Electrical Installation or related field
- Valid electrician trade certification from a recognized technical institution.

## Experience

- Minimum **2–3 years experience** in electrical installation and maintenance.
- Experience in building electrical systems or institutional facilities is an advantage.
- Experience working in large organizations or campuses is desirable.

## Skills and Competencies

- Strong knowledge of electrical wiring and electrical systems
- Ability to troubleshoot and repair electrical faults
- Knowledge of electrical safety regulations
- Good teamwork and communication skills
- Ability to work independently and under supervision
- Attention to detail and problem-solving ability

## Key Performance Indicators (KPIs)

- Reliability of electrical systems on assigned campus
- Timely response to electrical faults and maintenance requests
- Compliance with electrical safety standards
- Reduction in electrical downtime and disruption