



VACANCY # 22 /2013 – TECHNICAL ASSISTANT ELECTRICAL (X2)

Airports Fiji Limited (AFL) is a Government Commercial Company in the business of operating airports and providing Air Traffic Management facilities and services in the Fiji Islands and provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for individuals with suitable qualifications and experience for the position of Technical Assistant - Electrical to be based at Nadi Airport.

TERMS & CONDITIONS

Salary Range: \$12,140 – 18,200 per annum

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

The written applications must be submitted together with the **AFL Employment Application Form** (*which can be downloaded from the Company website www.airportsfiji.com or collected from the AFL HR Office at Nadi Airport*) and clearly marked:

“Vacancy No.22/ 2013 – Technical Assistant - Electrical” and addressed to:

The Chief Executive Officer
Airports Fiji Limited
Private Mail Bag
Nadi International Airport

OR hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 22nd March 2013.**

Annex 1

JOB DESCRIPTION

POSITION TITLE:	<u>Technical Assistant – Electrical</u>	POSITION HOLDER:	<u>Vacant</u>
REPORTS TO:	<u>Technical Officer</u>	LOCATION:	<u>Nadi Airport</u>
DIVISION:	<u>Engineering & Infrastructure</u>	DEPARTMENT:	<u>Electrical & Mechanical Services</u>
Purpose of the Role:			
<p>The Technical Assistant is responsible for assistance in research, installations, maintenance and repairs, co-ordination of EM equipment and systems utilized at all airports, airfield and other installations of the company.</p> <p>The incumbent also assists in the management, planning and coordination of the infrastructure business of Airports Fiji Limited and work towards ensuring that all operational equipment is fit for purpose to successfully meet the requirements imposed, in his area of responsibility, by the company's mission and goals.</p>			
Key Accountabilities:			
<ul style="list-style-type: none">▪ To assist in research, installations, maintenance and repairs, co-ordination of EM equipment and systems utilized at all airports, airfield and other installations of the company.▪ To install medium voltage electrical equipments, appliances, Airfield lighting systems, building lighting systems and back-up power supply systems in compliance with AS/NZA 3000 Wiring standards and procedures for AFL properties.▪ To conduct various checks on medium voltage systems using electrical testing equipments made available to ensure all electrical equipments and wiring systems are safe for operation.▪ To carryout housekeeping cleaning to E&M's sub-board, Switchboard, distribution boards, sub-stations, power centers and workshop.▪ To carryout house wiring, lighting repair works at resident or office areas.▪ To carryout repair and maintenance on sewerage pump systems, floodlight and security lighting systems.▪ To carryout lighting fitting and fire alarm system cleaning at inside the terminal building.▪ To assist the Supervisor or Technical Officer during approved HV switching program.▪ To assist in developing maintenance schedules for all equipments and electrical fittings being used at Terminal Buildings or other facilities.▪ To carry out planned maintenance in accordance to the facility checklist or the manufacturers procedures and fill in maintenance logs or other records provided.▪ To carryout kwh meter reading to all AFL tenants on the last week of every month.			

Key Challenges / Decisions / Success factors:

- Planning of activities well in advance; prioritizing, organizing and scheduling events, activities and resources so that work is completed in full, on time and efficiently.
- Staying abreast of developments in relevant technologies

Direct Reports: None

Minimum Qualification Requirements

- Successfully completed a Diploma in Electrical Engineering with 3 years work experience in an Electrical field
- **OR** Successful completion of apprenticeship at a reputable organization
- **OR** the Award of the relevant Trades course with relevant 5 years work experience in installation, maintenance and repairs in an Electrical field.
- Must have FEA Wireman's License.

Personal Attributes

- Have accuracy and methodical skills in the mechanical field of work
- Have ability to work well independently as well as in a team
- Have a good knowledge of safety requirements and first aid procedures
- Should have good problem-solving skills

Key Relationships: Please complete**Internal:**

- Engineering & Infrastructure Team

External:

- Airport Stakeholders