



ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

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ALL AFRICA CONFERENCE OF CHURCHES (AACC) **DESMOND TUTU CONFERENCE CENTRE (DTCC) HOTEL** **POSITION: ELECTRICIAN**

1. SUMMARY THIS ROLE:

Responsible for repairing, maintaining, installing and monitoring electrical equipment in the entire hotel and respond to Guests, Team Members, and emergency requests promptly in accordance with the policies, procedures and standards laid out by DTCC Management; to ensure maximum internal and external customer satisfaction.

2. RESPONSIBILITIES:

This position will be matrix managed by the Property Officer and the DTCC Hotel General Manager. Responsibilities and essential job functions include but are not limited to the following:

- Maintain complete knowledge of correct maintenance and use of equipment and ensure they are used only as intended.
- Perform maintenance work on a wide range of electrical equipment as per established guidelines.
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures using hand tools and power tools.
- Inspect and diagnose malfunctioning tools, equipment, electrical systems, apparatus, and components.
- Ensure that all sockets, switches and bulbs are working well.
- Install outlets, lighting fixtures and switches.
- Take preventative measures, troubleshooting, repairing, installing and maintaining electrical systems.
- Ensure to possess a thorough knowledge of electrical system of the property, the circuits, present loads and possible limits of new loads and adhere to the set standards.
- Plan a layout and installation of electrical wiring, equipment, and fixtures, based on job specifications.
- In liaison with AV Technician install audio/visual equipment in guest or function rooms along with microphone and lighting systems in function rooms, as requested.

PRESIDENT: Rt. Rev. Arnold C. Temple • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

SUB-OFFICES

African Union Liaison Office: Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95
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- Respond promptly and efficiently to emergency calls as per the established guidelines.
- Conduct inspection tours to ensure that electrical equipment and lighting is working properly as per the established guidelines.
- Monitor the use and performance of the generator.
- Complete the preventative maintenance schedule and incident reports as per the established guidelines.
- Maintain all tools, equipment, and working areas to proper condition as per the established guidelines.
- Tag electrical items and maintain a register as per the established guidelines.
- Adhere to hotel grooming, personal hygiene and uniform standard as per the guidelines.
- Adhere to the daily checklists and notify management of any discrepancies. Adhere to scheduled work times by reporting promptly as scheduled.

3. QUALIFICATIONS AND SPECIAL REQUIREMENTS:

- At least a Diploma in Electrical maintenance.
- Must be a certified Electrician.
- Minimum 2 years' experience as a service technician, preferably in the hospitality industry.
- Good communication skills and reporting skills.

4. REPORTING TO: Property Manager and DTCC Hotel General Manager.

5. DUTY STATION: DTCC Hotel (AACC Secretariat, Waiyaki Way – Westlands, Nairobi).

6. CONTRACT DURATION: 2 YEARS

7. DEADLINE FOR APPLICATIONS: 8th June, 2023.

8. HOW TO APPLY:

Please send a recent resume/CV, together with the attached Application Form, Certified copies of both academic and professional certificates AND a letter of application (cover letter) stating your reasons for wanting to work with the AACC - DTCC, as well as your main qualifications and alignments with this specific role to the General Secretary at admin@aacc-ceta.org indicating the job title of the role being applied for in the email subject box. The closing date for receiving applications for this role is 8th June, 2023.

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