

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT NUMBER # 287/08/2009

Title:	HVAC Supervisor
Number of posts:	One
Type of contract:	Fixed Term Appointment
Category:	General Services (Local)
Grade:	GSL-4
Duty station:	Kabul
Unit/Section:	Engineering
Issuing date:	11 August 2009
Closing date:	25 August 2009

Under the overall supervision of Chief Engineer and HVAC Supervisor, the incumbent will be responsible for the following duties:

Duties and responsibilities:

- Supervise the daily operation of the HVAC unit and liaise with unit chief for expert advice.
- Supervise the local staff at various work sites and assess independently installation, maintenance requirements, prepare work orders and follow up completed jobs.
- Carry out minor administrative duties i.e. weekly reports, fault reports, gate passes and repair estimate reports.
- Look after planned preventive maintenance (PPM) and repair of air-conditioning equipment/system, i.e. window and split type air-conditioning, central plants, boilers and air circulation system and their controls.
- Services, maintains and repairs domestic and commercial refrigerators.
- Trouble shooting and repair of various type printed circuit boards/Digital kits.
- Responsible for services, maintenance and repairs of refrigerated transport containers including diesel/electric power units and walk-in cold store/freezer units.
- Installs, maintains and repairs commercial kitchen equipment and Laundry equipments.
- Responsible for proper operation and maintenance of hand held and powered tools and safe usage of refrigerants.
- Identifying the sources for spare parts and maintaining the required inventory of them.

Competencies:

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan. **Creativity:** Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas. **Communication:** Proven and sustained communication (verbal and written) skills via computer, email and office memorandum. **Teamwork:** Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications and experience:

- High school graduate with four years of apprenticeship or similar vocational work experience or training in electrical systems and maintenance;
- Should have an acute awareness of the dangers of electricity and show good prowess in all aspects of safe working practices;
- Should have sound knowledge of circuits wiring arrangements, cable selection and sizing, along with experience of over current protection devices;
- Fluency in spoken and written English; as well as Dari and Pashto;

Applicants meeting the above qualifications are requested to submit the following only:

- A one-page Covering Letter expressing your interest/ suitability for this Post
- Curriculum Vitae (CV) & the P-11
- Copy of High School
- & a Copy of NID - Tazkira

If you are sending your applications in Hard Copies, please address them to:

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad
Road, Kabul, Afghanistan,**

If you are sending your applications in Soft Copies, please Email your application to:

unamava_support@un.org