

Terms of Reference for Technical Associate (Electrical), Special Projects, Innotech Dept.

The primary duties of this position includes 24/7 shift duties & supervision and to carry out the timely information for any fault detection for the equipment installed and timely submission of reports to the supervisors. Other responsibilities include the assistance of the operation, installation, implementation, administration and maintenance of the electrical equipment installed at the plant/project/office or any related projects, to the Technical Officers/Engineers or the Sr.Analyst/Analyst.

The Technician shall work under the direct supervision of the Associate Director, Special Projects or the Sr Analyst/Analyst/Engineers who has been given the role to supervise the vibrant team at the project site.

Specific Duties and Responsibilities:

- Assist the engineers/analyst and other relevant stakeholders in performing the operation and maintenance of power plants.
- Provide the support to the team and other staffs/stakeholders in ensuring smooth operation of the electrical equipment.
- Responsible to carry out periodic, corrective & preventive maintenance of power plant systems on regular basis.
- Responsible for carrying out monitoring and maintenance of distribution equipment in on daily basis.
- Responsible to attend any electrical wiring problems, power systems, transformers , equipment rooms as and when required and extend technical support on power systems as and when required.
- Responsible for installation and commissioning of distribution equipment wherever necessary.
- Compile and submit the works carried out in a month as monthly report.
- Carry out any other jobs assigned by the Supervisors.
- Responsible for 24/7 shift duties & supervision and to carry out the timely information for any fault detection for the equipment installed and timely submission of reports to the supervisors.
- To maintain system logbook with time/date, nature of fault/alarms, action taken and restored time with dates for all components of systems and network at the project site/office.
- To carry out quick configuration, fault diagnosis and log browsing for alarm history, event logging and acknowledgement of alarms.
- To ensure general cleanliness of the equipment and other associated facilities at the office/project building/site.
- To ensure that proper arrangements are made during the visit of officials/managements from the head office as well as the other visitors/guests.
- Motivate and manage subordinate staff members, if any.
- Prepare monthly/annual reports.
- Perform preventive maintenance of distribution equipment annually as one of the preventive measures in close coordination with the site engineers, analyst, project manager or the Associate Director, Projects.

- Perform such other assignments, as required by the Supervisor, Associate Director, and the Director of InnoTech Department.

Qualification & Experience Requirement:

- Candidates must have minimum of Certificate in Electrical/VTI graduate level from a reputed Institutions. Should have passed NC II level certificate course. Should have working experience of at least one year in electrical/power equipment/transformer etc.

Other requirements

- DHI application form.
- Curriculum Vitae (CV).
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales & in line with the DHI Service Rules.